FY2018 Salary Increase Considerations

General
- Process in batches – if information not complete or accurate or balanced will go to next batch for processing.
- Split-funded Positions – Positions funded from more than one chart string.
  - All sources of funding must grant the same percentage merit increase except as noted below.
  - Grant Funds: If the position is split-funded with a grant and the grant is unable or the grant prohibits the PI (Project Investigator) from awarding merit increases, the grant portion does not need to grant a merit increase or match the percent of increase from the other sources of funds.
    - The Vice President of the division must approve.
    - When the employee is returned to 100% E&G the total salary will equal the current total salary from all fund sources.
    - E&G funds will be provided to cover the prior grant funded increases.
- If the total of all salary increases exceeds 10%, approval is needed from the Vice President for Business & Finance as well as the Board of Regents.

Merit
- Allocation distributed awarded in dollars.
- All employees receiving an evaluation rating of “meets” and higher will receive a minimum .05% increase (half of one percent).
- Rating hierarchy will exist this year controlled by percentages. For example, an “exceeds expectation” evaluation rating must receive a higher increase than a “meets” rating.

Equity
- Equity was determined by increasing the minimum entry rate on our salary schedule.
  - Entry salary point increased by 8%.
  - Will only move people below minimum salary up to the new minimum.
  - If above new minimum, no movement
- Vacant positions will be provided equity funding when hired during the first year allocation is available.

Retention
- All retention increases are funded by the department.
- Will not be removed from base salary for equity comparison.
- Will report on MER spreadsheet. Biweekly increases provided at hourly rate.
- Budget Amendments must accompany spreadsheet for processing to occur.

Before submitting the payment documents to Payroll, the Office of Budget Services will ensure final salaries:
- For monthly, exempt personnel are rounded to whole dollars and evenly divisible by the months/year employed.
- For hourly, non-exempt personnel are rounded to two decimal places.
FY2018 Salary Increase Process

For FY2018 there are potentially 4 different types of salary increases that may occur this year. The cost of each type will be determined separately using the current year salary as the base. Compounding of increases will not occur.

Payment will occur on the first biweekly payroll in July for hourly employees and the end of July for monthly employees for increases finalized and approved by the established due dates. The first biweekly payroll in July 2017 is for a full two weeks in FY2018.

The changes to data on the templates will be based on:

1) All reorganizations or reclassification notification of requests must be submitted to HR by April 15 to be included in the MER calculations/decisions OR projected changes for July 1. Final requests must be accepted and/or completed by HR by May 15.
2) Information not provided by the due dates will be processed after the first round of changes are complete (after June 16, 2017).

I. Equity:

A. A new minimum salary schedule will be developed by HR using the aspirational target salaries provided by Sibson, July 2016.
B. Equity increases will be calculated by May 1, 2017.
   1. Will create new schedule minimum to which all employees will be compared. Salary base for calculating increases:
      a) If employee is in same position on April 3 when data is pulled as of July 1, 2017, salary less FY17 merit awarded.
      b) If employee is in different position in April than July 1, 2016 then equity is based on current position’s salary.
   2. Increases will be identified as dollar/cents amounts to annual or hourly rate.
      a) Exempt employees’ salaries will be rounded up to whole dollars and divisible by 10/12;
      b) Hourly employees’ salaries will be rounded up to two decimals.
   3. Equity costs for split-funded employees will be prorated to all sources of funds unless intervention by Vice President of division occurs.
C. Funding will be provided by the university for state and general tuition-funded employees based on the budgeted salary of current or last incumbent in the position and processed by the Offices of Budget Services and Human Resources.
D. All self-support funded employees’ equity increases will be paid from the same revenue source as their base salary. This includes eTuition, Graduate tuition differentials, miscellaneous fees, sales and service, auxiliaries, grants, etc.
E. Payroll will process pay increases from an Excel spreadsheet provided by the Office of Budget Services for all employee types. Spreadsheet will contain merit, equity, and retention increases.
F. Vacant positions will be provided equity funding during the first year of the equity allocation when filled based on the budgeted salary of the last incumbent in the position.
   1. Funding for new and vacant positions will be held in an equity reserve or given to VP and allocated when positions are filled.
   2. If a year goes by and the position is not filled the department/division will need to fund the position up to the current minimum salary not the university.
G. New positions for FY2018 are funded at the entry point and will be adjusted for equity if applicable.
II. Merit:

A. Eligibility:
1. To be eligible must be employed in ADP by October 1, 2016.
   a) Eligibility will be determined at the beginning of April.
   b) Use prior year’s October position reports to determine who was employed on
      October 1.
   c) Run April position report to identify terminations between October and April.
   d) Adjust data for known retirees, separations, transfers, fund source changes, etc.
2. Must have a completed (passed all approval levels) annual or provisional evaluation
   on file by April 1, 2017.
3. Temporary employees, one-year appointments, non-renewed faculty, and employees
   hired in “limited term” positions are not eligible for merit due to employment ending
   at end of one year.

B. University Allocation:
1. 2% increase will be provided for each eligible employee as defined above.
2. Allocation based on salaries as of April 4, 2017. Merit percent applied against total
   salary including all prior pay increases.
3. For faculty receiving promotions or tenure, merit is based on salary prior to these
   increases.
4. Merit increase allocations will not be provided for positions not eligible for a merit
   increase (no evaluations, evaluation ratings of N and U, vacant positions, limited term
   positions, one year appointment positions, or temporary positions.).
5. Permanent part-time positions are included in allocation distribution if the employee
   meets the criteria above.
6. Funding will be provided by the University for state, general tuition-funded, and
   eTuition positions only.
7. All self-support funded employees’ merit increases will follow the same processes as
   E&G employees and will be paid from the same revenue source as their base salary.
   This includes Graduate tuition differentials, miscellaneous fees, sales and service,
   auxiliaries, grants, etc.
8. If an employee is included in the department allocation and retires by July 1 or has
    transferred to another UWG department, the department cannot use the allocation for
    that employee. The funding will be returned to the university reserve.
9. If employee is promoted or transfers to another department, merit in old position is
    not automatically transferred. Promotion may be offered at higher salary due to
    meritorious performance thus merit may be recognized in new position’s starting
    salary.

C. Merit increases will be reported by department on the Excel spreadsheet.
1. Increases determined by supervisors will be identified as percentage increases not to
   exceed the total allocation by division by fund.
2. Total amount awarded per department or division cannot exceed the amount allocated
   by fund.
3. Each employee who received an evaluation rating of “meets” or higher will receive a
   minimum .5% increase (one-half of one percent).
4. Those with an evaluation score of exceeds expectations or significantly exceeds
   expectations may receive an increase of up to 4%.
5. Increase levels must respect the hierarchy of the evaluation score within a budgeted
   unit. Supervisors are required to submit justification for increases that do not respect
   hierarchy and receive approval from the respective Vice President.
6. If an employee is split-funded the same percentage increase for each funding source is not required. New ePARs/PARs are required with the new funding splits in order to process the increases.
   a) Grant Funds: If the position is split-funded with a grant and the grant is unable or the grant prohibits the PI (Project Investigator) from awarding merit increases, the grant portion does not need to grant a merit increase or match the percent of increase from the other sources of funds.
   b) The Vice President of the division must approve.
   c) When the employee is returned to 100% E&G the total salary will equal the current total salary from all fund sources. E&G funds will be provided to cover the prior grant-funded increases.
7. All self-support funded employees’ merit increases will be paid from the same revenue source as their base salary. This includes Graduate tuition differentials, miscellaneous fees, auxiliaries, grants, etc.
8. Merit increases are effective July 1, 2017.
9. If a position becomes vacant between the date the data is pulled (April 4) and when the merit worksheet is completed by the department,
   a) The funding allocation for the vacant position cannot be used for other employee increases. The funding reverts back to the institution (university reserve).
   b) If a department does not comply with this requirement, the department’s budget may be reduced permanently effective July 1, 2017 for the amount awarded not in compliance.
D. Merit increase spreadsheets will be returned to Budget Services no later than Wednesday, May 24, 2017.
E. Payroll will process pay increases from an Excel spreadsheet provided by the Office of Budget Services for all employee types.
   1. Spreadsheet will contain merit, retention, and equity increases.
   2. Incomplete spreadsheets or those with no amendment attached will be returned to divisional Vice President and processed in a later batch.

III. Retention:

   A. Funds are not provided by the university. Retention funding must come from departments, college, division, etc. awarding the retention.
   B. There is no limit on the size of the retention increase. Any increase greater than 10% needs approval by the VP for Business and Finance approval and the Board of Regents. Justification must be provided.
   C. Retention increases will be submitted by departments on the MER template with a budget amendment by May 24, 2017.
      1. Exempt and faculty (monthly) personnel increases will be reported as whole dollars increases to the annual salary and must be evenly divisible by 10/12.
      2. Non-exempt (biweekly) personnel increases will be reported as dollars and cents to the hourly rate rounded to two decimal places.
      3. Departments/Divisions must provide funding for increases.

IV. Promotion/Tenure:

   A. Must be approved by Provost and President.
   B. For faculty eligible for promotion and/or tenure will receive the higher of the promotion/tenure increase or the equity increase.
      1. Will not be granted both.
      2. If receive equity increase, will be called equity adjustment not promotion.
C. Promotion/Tenure increases will be processed on the MER template.
   1. Promotion funding up to the current CUPA equity percent (87%) will be calculated prior to the new equity calculation.
   2. Increases will be reported as whole dollar increases to the annual salary evenly divisible by 10/12.
   3. Be sure to change the title on the template if applicable and highlight the field.
   4. Funding is provided by the University for State and General tuition-funded Faculty Positions and will be processed by the Offices of Budget Services and Payroll.
   5. All self-support funded employees’ promotion/tenure increases will be paid from the same revenue source as their base salary. This includes eTuition, graduate tuition differentials, miscellaneous fees, course fees, auxiliaries, grants, etc.

Letters will be distributed to all staff identifying the types of increases they received and their new salary/hourly rate with all increases applied.