

## University of Idaho FY2005 Mid-Year Salary Guidelines

The Provost issues the following guidelines for the preparation of the FY05 mid-year salary recommendations for all categories of employees, permanent and temporary, in the new fiscal year. As recommended by the Governor and approved by the legislature, the 2% pay increases are to be based on performance (Idaho Code 67-5309C(b)).

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General Guidelines: Employees who have received a "meets expectations" or better on their last performance evaluation and are not on disciplinary probation are eligible for the merit increase. Merit increases for faculty should be based upon the average scores of the current period and any preceding consecutive periods for which merit-based funding was not provided. See UI Faculty-Staff Handbook Chapter III: Section 3320 A.2.g. As in previous years salary increases necessitated by additional responsibilities, may be awarded for employees based on the availability of funds. All such salary increases and the related fringe benefit costs must be funded from existing college/unit funds and must have individual justifications. Final approval of increases will be made by the Provost or the responsible Vice President.

Faculty Promotions: Faculty promotions have already been awarded and were funded from the 2.00% faculty salary pool.

### University of Idaho Mid-Year Salary Increase Summary

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<u>Payraise Categories</u>	<u>Faculty</u>	<u>Classified</u>	<u>Non-faculty Exempt</u>	<u>{note 1} TA/RA's</u>
Across-the-Board ATB	0.00%	0.00%	0.00%	0.00%
Faculty Promotions In Rank	.29%	0.00%	0.00%	0.00%
Merit	1.71%	2.00%	2.00%	0.00%
<b>Total</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>0.00%</b>

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Note 1: Allocations for TA/RA positions have been previously distributed.

Classified Staff Employees on Probation: Employees hired after July 4, 2004 may not be awarded an increase until they have passed probation. Employees may be recommended for increases during the salary recommendation process but the increases are not awarded until the probationary period has been satisfactorily completed. Once the employee passes probation, the department will need to complete an electronic personnel action form. See UI Faculty-Staff Handbook Chapter III: Section 3440 D-2.

Temporary Increases for Permanent Employees (.00 suffix): Previously approved temporary increases for on-going, permanent employees will need to be re-entered by departments prior to the EPAF deadline of December 13 in order to be included with the mid-year, December 31 paycheck. These temporary increases do not need to be approved again.

Salary Increases for Temporary Employees (.01 suffix): All categories of employees are to be considered for merit increases regardless of funding source. An EPAF will need to be entered by the department by the December 13 deadline for each individuals merit increases that is to be effective December 5 for inclusion in the December 31 pay check.

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Salary letters: Since most permanent employees will be affected by the mid-year merit raise, salary letters will be issued for continuing employees and will reflect annualized salary levels.