

Provost and Executive Vice President

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TO: Deans and Unit Managers

**FROM: Provost and Executive Vice President Doug Baker
Vice President Lloyd Mues**

SUBJECT: FY2009 SALARY PROCESS

DATE: March 14, 2008

For FY09, the Legislature will increase by 3 percent the University's total FY08 state-allocated base salary amount. The increase creates a finite pool of funds designated for FY09 salary increases, from which increases across all units are then distributed. The percent institutional base salary increase does not necessarily indicate a total or average increase of 3 percent for each individual employee, as the allocation is calculated on our state-based salary and not its distribution among employees.

Actions and Timeline: To meet the effective dates, a short turn-around time in our process and close adherence to deadlines are imperative:

- Distribute guidelines for University base salary increase process March 14
- Completed Salary recommendations March 28
- Salary changes for classified employees effective June 15*
- Salary changes for faculty and exempt employees effective June 29**
- Salary increase reflected in pay checks for classified employees July 11
- Salary increases reflected in pay checks for faculty and exempt employees July 25

* The legislative order specifies the effective date for classified employees as June 15, 2008.

** The contract dates dictate a June 29, 2008 effective date for faculty and exempt employees.

The salary recommendation process involves many considerations and careful implementation. We ask deans and unit leaders to clearly communicate their salary administration approach within their college, department or division. Salary agreements/letters will be issued following this process for continuing employees and will reflect annualized salary levels.

Please contact Brenda Helbling (208-885-7919) in the Provost's Office or Cretia Bunney (208-885-6718) in the Budget Office if you have any questions.

Thank you.

University of Idaho

FY2009 Salary Guidelines

The Provost and Executive Vice President and the Vice President for Finance and Administration issue the following guidelines for the preparation of the FY09 salary recommendations for all categories of board appointed employees, permanent and temporary.

General Guidelines: Permanent and temporary board appointed employees, regardless of fund source, are to be considered in this process using the salary model program. This process will require units to access fund sources apart from the state-allocated pool to address grant funded and/or temporary funded positions from other university funds.

Eligibility: A one percent across-the-board increase is available for employees who received a "Satisfactory/ Meets Expectations" or better rating on their most recent annual performance evaluation. The remaining salary dollars will be distributed based on merit and/or equity and retention goals as determined by units. Note: Board appointed employees with a .01 suffix are eligible for the pay increase. An Electronic Personnel Action Form (EPAF) will need to be entered by the department for these employees.

Salary Increase Range: Eligible employees may receive a total salary adjustment of 0 to 10 percent consistent with policy and based on the availability of funds. In extraordinary circumstances, permanent salary increases in excess of 10 percent may be awarded with approval by the Provost or unit Vice President. Any salary increases in excess of the state pool plus the related fringe benefit costs must be funded from existing college/unit funds.

Probationary Employees: Classified employees hired after January 1, 2008 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 University of Idaho Faculty-Staff Handbook Chapter III: Section 3440 D-2.

SUBMIT BY MARCH 28: The Banner NWRSREC report accompanied by a cover letter is used to verify your final recommendations. This report includes base salary amounts, increases by category and the new fiscal year salary by person. The report should be signed by an appropriate administrator and delivered to the Budget Office. It will be used to verify policy compliance, validate final salary recommendations and as documentation for special issues or considerations.

The cover letter from the unit administrator should contain an explanation of the process or method used to award merit and/or equity increases in your college or area including a funding plan for salary increases that exceed the General Education allocations. The plan must identify funding for salary and related fringe benefits. Complete instructions for the cover letter will be sent to the fiscal officers who have salary model access.