University of Idaho
A LEGACY OF LEADING

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DATE: **April 29, 2011**

TO: **Deans and Unit Managers**

FROM: **Doug Baker, Provost and Executive Vice President**

Keith Ickes, Executive Director of Planning & Budget

SUBJECT: **FY2012 SALARY PROCESS**

The Provost and Executive Vice President and the Executive Director of Planning and Budget issue the following annual guidelines for the preparation of the FY2012 salary recommendations for all categories of University employees, permanent and temporary. No allocations have been made by the legislature for salary increases this year; however, we will process re-appointment salary agreements for faculty and exempt staff, and classified staff letters to indicate employee salaries for FY2012. Exceptions for increases are noted below.

Promotion increases will be awarded to those individuals who have met the criteria for promotion in faculty rank. The increases will be processed centrally in the budget office. Reclassifications require approval at the vice presidential level for the amount of increase associated with the reclassification. Increases are not applied retroactively but will commence from the date of final approval. Prior approval at the vice presidential level is required before action on any of the following: a title change that includes a salary increase, temporary salary increases, stipends, or bonuses and must be reviewed in consultation with Human Resources (for classified or exempt categories) and the Office of the Provost (for faculty categories).

For the purpose of competitive retention, postdoctoral positions may be awarded increases based on completion of a satisfactory performance evaluation. Units should award any approved postdoctoral increases through the normal re-appointment process for temporary employees.

For information only:
Salary changes for faculty promotions and postdoctoral fellows effective .....June 26
Salary increases reflected in payroll for promoted faculty and postdoctoral fellows .....July 22

Salary agreements/letters will be issued in the coming weeks for continuing employees and will reflect annualized salary levels.

Please contact Brenda Helbling (208-885-7919) in the Provost's Office or Jill Robertson(208-885-7211) in the Budget Office if you have any questions.