



Staff FY20 Salary Adjustment Procedures

APRIL 19, 2019

With an effective date of June 30, 2019, the University of Idaho will grant salary adjustments for staff. The new pay rates will be reflected in the July 26, 2019, paychecks. These instructions address the process for staff employee adjustments. The adjustments will be based on target salaries generated by our market-based compensation system. The adjustments are subject to the following conditions:

1. The recipient of any salary increase must be in the current position by April 6, 2019.
2. For employees hired before January 1, 2019, the recipient of any salary increase must meet or exceed performance standards according to the 2018 annual performance evaluation. Employees hired between January 1 and April 6 may receive an equity adjustment with the approval of their supervisor if they are below their target rate as determined by Human Resources, but will not receive an increase on the basis of performance.
3. Recommended salary increases are based solely according to equity and on the basis of satisfactory performance.
4. A pool of GenEd funds is provided for discretionary use at the executive level. Performance increases may only be provided for employees with hire dates before January 1 and require executive approval by the President, Provost, or appropriate Vice President. It is expected that employees receiving a performance increase would have also received a rating of “exceeds requirements” or “outstanding” on the most recent performance evaluation. It is also expected that the number of employees receiving a performance increase will not exceed one-half of the employee population at the dean or VP level.

a. Performance increases may be provided at the supervisor’s discretion. These increases are recorded in **columns AH (Increase for Merit from GenEd Pool), AI (Increase for Merit from Unit GenEd Funds), and AK (Increase for Merit from Unit non-GenEd Funds)**. Cells highlighted in gold are available for input. Cells highlighted in black indicate the employee is ineligible for this step. Please indicate the funding source for any unit-funded General Education increases in **column AJ**. (For non-GenEd merit increases, Banner will use the existing funding source.) The total merit increase will show in **column AL**.

b. The GenEd merit pool of \$130,000 is prorated on the basis of target salaries supported by GenEd funds according to the following schedule:

President’s Area	\$14,920	
Provost Area	\$46,488	
Provost Administration	\$	3,874
College of Ag/Life Sci	\$	899

College of Art/Architecture	\$ 1,049
College of Science	\$ 3,526
College of Law	\$ 466
College of Natural Resources	\$ 1,498
College of Engineering	\$ 6,433
College of Ed/Health/Hum Sci	\$ 1,472
College of Business/Econ	\$ 1,039
College of Letters/Arts/Soc Sci	\$ 2,975
College of Grad Studies	\$ 1,101
Univ Outreach – Northern Idaho	\$ 1,248
Univ Outreach – Idaho Falls	\$ 859
Univ Outreach – Boise	\$ 1,152
Library	\$ 2,410
Student Affairs	\$ 1,259
Strategic Enrollment Mgt	\$15,228
Finance/Administration	\$39,447
ITS	\$12,673
Research	\$ 9,358
Advancement	<u>\$ 7,114</u>

The sum of **column AH** cannot exceed the scheduled amount for the specified department or division.

5. Additional increases on the basis of performance should have been made as described in paragraph 4 above. Additional increases on the basis of equity are allowed in columns **AO (Additional Equity Increase from Unit GenEd Funds)** and **AQ (Additional Equity Increase from Unit non-GenEd Funds)**. The additional amount described here can bring an employee to the target salary but may not exceed the target. Cells highlighted in silver are available for input. Cells highlighted in black indicate the employee is ineligible for this step. Please indicate the funding source for any General Education increases in **column AP** (For non-GenEd additional increases, Banner will use the existing funding source.) The total additional equity increase will show in **column AR**.

6. The funds must be available to support the recommended salary increases.

7. To the extent possible, all employees should be given equal consideration in this process regardless of salary funding source with the goal of increases being reasonable and averaging approximately 3% overall.

Salary Adjustment Determinations for Equity (further explanation):

The combined efforts of the offices of Human Resources and Budget will provide each vice president with a roster/spreadsheet with a recommended salary adjustment. These recommendations are based on the following steps:

- a. Bringing all employees to a minimum hourly rate of \$12.92. (Results in column AA)
- b. Restoring the floor established for FY19 by bringing all employees to 80% of their respective target salary. (Results in column AB)

c. A graduated scale will move all employees toward their respective target salaries. Employees further behind target will receive larger increases (as a percentage of target salary) than employees closer to target. Some employees will reach 100% of target in this step, but no one will exceed 100% of target as a result of this step. (Results in column AC)

d. For those staff remaining below 85% of target salary after the first three steps, increases are recommended to bring them to 85%. (Results in column AD)

e. This year the Legislature requires a minimum increase of \$550 annually for each employee. (This is based on FTE and translates to a \$.27 per hour increase for each employee.) If the first four steps described above did not fulfill this requirement, then an amount is provided to ensure compliance with the legislative requirement. (Results in column AE)

f. NOTE: In August of 2017 the UI established its own minimum salary for employees in exempt positions as determined by the Fair Labor Standards Act (FLSA). This minimum is reviewed for adjustment every year. Effective June 30, 2019, the salary minimum is \$754 per week. (At 100% FTE that is \$18.85 per hour and \$39,208 annually.) After the spreadsheets are returned the results will be reviewed to ensure compliance with this standard.

The recommended equity increases assume satisfactory performance. When performance is satisfactory, these increases should be accepted as is. If an employee's performance is not satisfactory, the vice president should not accept the recommendation and should "zero out" the recommended increase. The funds that would have been otherwise available for that employee may not be redistributed to other employees.

The recommended increases for those positions permanently budgeted on general education sources as of April 8, as reflected in FY20 records within Banner (NBAPBUD) will be supported by central general education funds. Positions budgeted on other sources must provide unit funding to support the recommendation. If other funding sources are not available to support any of the recommended increases, the dean or vice president may "zero out" the recommended increase. **If other funding sources can support some of the increase, but not all, then the supervisor of that group must consult with the Executive Director for Human Resources (Wes Matthews, wmatthews@uidaho.edu, 885-3478) to determine distribution.**

If the dean or vice president believes another compelling reason exists to "zero out" an increase beyond performance or funding availability, please consult with the Executive Director for Human Resources (Wes Matthews, wmatthews@uidaho.edu, 885-3478).

Subject to the final approval of the President, all salary adjustments must be approved by the Provost or appropriate Vice President. When returning the spreadsheet to the Executive Director for Human Resources, please provide an explanation for any changes.

Funding and Implementation:

Funding: General education funding of recommended increases for individual positions is based on FY20 records within Banner (NBAPBUD) as of April 8, 2019. All other funding, including recommended increases for positions not permanently budgeted on general education as of April 8 and all additional funds identified by the unit, is the responsibility of the unit. Any questions regarding funding sources should be directed to the Budget Office (Trina Mahoney, tmahoney@uidaho.edu, 885-4387).

Implementation: Upon approval by the President, central administration will implement all salary increases, with the exception of those related to postdoctoral positions, via an automated process. This process will update all impacted employees (both 00 and 01 suffix) to their new permanent salaries effective 06/30/19. Units are responsible for processing any actions needed to reinstate existing temporary pay and/or FTE changes with an effective date of 07/01/2019. Units are also responsible for processing all fiscal year reappointments for postdoctoral positions (instructions will be emailed in June).

Units with split-funded positions should work together to ensure agreement on proposed increases. Any changes to the recommended salary increases for split-funded positions should be addressed in the "Notes" column of the spreadsheet with a clear indication that all are in agreement. Please note that percentages in split funded positions will remain as is – increases will be applied accordingly.

Materials due by May 1, 2019. Vice Presidents should return their reviewed spreadsheets and explanations/notes to Human Resources by May 1, or earlier. In the explanations, please include the following:

- brief justification for any increase eliminated due to unsatisfactory performance,
- brief explanation for any area/group of employees where increases are to be eliminated or reduced due to lack of funding, and

The explanation should also indicate that the spreadsheet has been reviewed for accuracy and is approved by the vice president.

May 3, 2019 update: Per state requirements, the mandatory \$550 must be applied to employees who did not meet expectations and cannot be reduced for employees who are less than 1.0 FTE. Final salary adjustments will reflect these requirements.