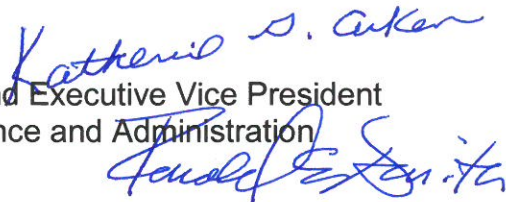


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MEMORANDUM

Date: April 27, 2015
To: Deans and Unit Managers
From: Katherine G. Aiken, Interim Provost and Executive Vice President
Ronald Smith, Vice President for Finance and Administration
Subject: Fiscal Year 2016 Salary Process



This year President Staben continued sending the strong message in his appearance to the Legislature that Change in Employee Compensation (CEC) was our highest priority. We are grateful that message was heard. For FY16, the appropriation bill for colleges and universities, Senate Bill 1176, includes an on-going three percent salary increase pool for state employees, based upon employee merit, with flexibility in distribution as determined by the agency directors. The State General Fund is covering approximately half of the cost of the General Education increases and the bill provides the spending authority for the remaining amount to come from unrestricted funds which in the case of higher education refers to student tuition. Tuition increases to support this plan were approved by the State Board on April 15.

Actions and Timeline:

- Distribute guidelines for University base salary increase process..... April 24
- Budget Office completed salary recommendations April 29
- Units completed review of salary recommendations May 6
- Salary changes effective June 21
- Salary increases reflected in pay checks July 17

The salary recommendation input process for permanently budget positions will be managed centrally and reports will be reviewed by leadership. We ask deans and unit leaders to clearly communicate this information 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 Lodi Price (208.885.7919) in the Provost's Office or Trina Mahoney (208.885.4387) in the Budget Office if you have any questions.

Thank you.