



TO: University of Idaho Employees
FROM: Torrey Lawrence, Provost and Executive Vice President and Brian Foisy, Vice President for Finance and Administration
DATE: April 12, 2024
SUBJECT: Eligible Employees Will Receive FY25 Pay Increase

We have secured concrete and remarkable victories this year. Although we encountered obstacles along the way, your diligent efforts are plotting the course for a positive future. The legislature approved an overall funding increase equivalent to 3%, which means that our funding pool is equivalent to a 3% raise.

Pending the passage of our FY25 student tuition and fee request by the State Board of Education later this month, all eligible employees will receive at least a 1% increase, effective Sunday, June 23. Not every employee automatically receives a

3% increase. Some funding comes off the top for items including:

- Increasing the university's minimum annual exempt salary rates.
- Faculty promotions.
- Teaching assistant pay increases to remain competitive with other universities.

The remaining funding will be disbursed in this order to the following university-wide CEC initiatives:

1. A 1% cost-of-living adjustment for all eligible employees.
2. Moving all employees towards 80% of their target salary if step one does not bring them to 80%.
3. Distribution of a merit pool of \$1,000,000.

Cost-of-Living Increase

Employees who met expectations in their 2023 annual performance review will receive a 1% increase, based on full-time employment. This is in line with the recommendations of the Staff Compensation Committee. Employees hired through March 8, 2024, whose managers have filed the proper documentation with Human Resources, are also eligible for this cost-of-living increase.

80% of Target

All employees have a target salary which is based on a market rate derived from higher education and private industry data. The target rate is unique to everyone. Getting all employees, on average, to their target rate has been a university-wide initiative for several years. Therefore, employees below 80% of their target salaries after the 1% cost-of-living increase will receive an increase towards that amount.

Please note: To ensure that as many employees as possible are brought to 80% of their target salaries, increases from the

university-wide CEC initiatives will be capped at 6% or \$4,500, whichever is greater. Units may fund additional equity increases, as budgets allow, to address compression and make further progress toward target salaries.

Merit

We appreciate the extra effort of many employees, and we want to recognize those who have contributed at levels beyond expectations.

Other Details

- Total increase amounts for employees will be capped at 20%.
- Detailed instructions and guidelines will be distributed to units with their CEC spreadsheets.
- Vacant positions will not receive increases.
- Faculty promotion increments will be added after all other increases.
- To be eligible for a merit increase, an employee must at least meet performance standards on their 2023 annual evaluation and have been in their position on or before March 8, 2024.

Our change in employee compensation strategy was developed based on the availability of general education funding for salary increases. We are hopeful and expect that all other funding sources align with the same strategies and priorities but understand there can be instances where financial restrictions may alter the above-outlined compensation plans.

The ability to make comprehensive progress on our pay issues is a sign that our work is paying off. We will continue to work toward our common goals and plan to continue investing in our employees for years to come.

Go Vandals!

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