

TO: Deans and Unit Managers

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

SUBJECT: FY2008 SALARY PROCESS

DATE: March 16, 2007

In President White's plan for renewal of people, programs, and place he indicated the top priority for the University was a compensation enhancement program for faculty and staff. The first steps toward this enhancement occurred in FY06 when the university internally funded a 4% mid-year increase and the governor and legislature provided a 3% increase. For FY08 there will be a primarily merit-based 5% average pay increase that will be effective July 1, 2007; individual employees will thus have adjustments that range from 0% to perhaps as high as 10%. Permanent and temporary employees, regardless of fund source, are to be considered in this process.

Timelines:

To meet these effective dates a short turn-around time in the process and close adherence to the timelines is imperative:

Distribute 5% Increase Guidelines	March 19
Salary recommendations completed	April 13
Salary changes for classified employees effective	June 17 (Note)
Salary changes for faculty & exempt employees effective	July 1
Salary increase reflected in pay checks for classified employees	July 13
Salary increases reflected in pay checks for faculty & exempt employees	July 27

Note: In order for classified employees to receive 26 pay checks at the higher salary the increase is effective 6/17/2007. Contract dates prohibit this effective date for faculty and exempt employees.

Other additional permanent salary increases may be awarded for employees consistent with policy and based on the availability of funds. All such salary increases plus the related fringe benefit costs must be funded from existing college/unit funds.

Final approval of increases will be made by the Provost or the Vice President responsible for the unit.

Salary agreements/letters will be issued for continuing employees and will reflect annualized salary levels. Please contact Patty Houle (885-6368) in the Provost's Office or Bev Rhoades (885-6977) in the Budget Office if you have any questions.

Copy to: President White

University of Idaho FY2008 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 FY08 salary recommendations for all categories of employees, permanent and temporary.

General Guidelines: Funds were appropriated to cover an average 5% merit pay increase in General Education, Agricultural Research & Extension Service, WOI, WWAMI, IGS & FUR. Salary allocations are based on the FY2007 budget book salaries. Depending on job performance relative to a person's position description, individual employee's adjustments will vary and likely range from 0% for those that do not "meet requirements" to as high as 10% for those at the other end of the spectrum. Permanent and temporary employees, regardless of fund source, are to be considered in this process.

Employees who have received a "meets requirements" or better for satisfactory service on their last performance evaluation and are not currently on disciplinary probation are eligible for a salary increase. Please refer to UI Faculty-Staff Handbook Chapter III: Section 3320 A.2.g. regarding faculty evaluations.

As in previous years, additional supplemental salary increases may be awarded based on the availability of funds. All such supplemental salary increases and the related fringe benefit costs must be funded from existing college/unit funds. A funding plan should be submitted for salary increases that exceed the General Education allocations. The plan must identify funding for salary and related fringe benefits.

Final approval of all increases will be made by the Provost or the Vice President responsible for the unit.

Classified Staff Employees on New-hire Probation: Employees hired after January 1, 2007 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 UI Faculty-Staff Handbook Chapter III: Section 3440 D-2.

Salary Increases for Temporary Employees (.01 suffix): All categories of employees are to be considered for increases regardless of funding source. An Electronic Personnel Action Form [EPAF] will need to be entered by the department by June 17, 2007 in order to be included with the July 13 pay check.

Salary agreements/letters: These will be issued for continuing employees and will reflect annualized salary levels.