

PAY INCREASES

PURPOSE: To provide an equitable process for rewarding employee job performance, and acknowledging promotions and changes in job responsibility by providing wage/salary increases.

POLICY: The University will give the highest priority in budgeting, and always attempt to award appropriate pay increases in a timely manner, based on merit as measured by the evaluation of total job performance, and in recognition of promotion or changes in job responsibilities.

DATE APPROVED: July 7, 1999

REVIEWED: September 1, 2007

PRACTICES & PROCEDURES:

- I. Merit Increases
 - A. Annually, the University shall decide on the feasibility of a wage/salary increase, the amount of such increase and the effective date.
 - B. Normally, annual increases will be processed to commence on September
 1. However, the University may defer action and/or select the first of any other month for an effective date.
 2. The effective date of any increase for exempt Staff shall be on the first of the month.
 3. For non-exempt Staff, a date corresponding to the exempt date will customarily be the date coinciding with the beginning of a bi-weekly work period. This may differ from the exempt effective date by a calendar week before, or a calendar week following the actual effective date of the exempt increase.
 - C. A maximum funded amount for salary/wage increases shall be determined for each organizational area based upon the total eligible payroll budgeted for that functional area.
 - D. Guidelines will be provided by the Human Resources Office that will include departmental listings of employees who were hired within the last twelve (12) month period. A decision shall then be made by the University as to eligibility requirements for these employees within the general operating philosophy of rewarding employees who have been employed a minimum of one (1) year.
 1. The same guidelines applicable to both exempt and non-exempt full-time Staff shall apply to all part-time Staff.
 - E. Performance evaluation forms shall be issued and completed in accordance with the Performance Evaluation Policy. Evaluations shall be utilized in making decisions on pay raises (see Performance Evaluation Policy).
 - F. The total departmental amount funded by the University may be divided on a merit, or ranking basis as determined by the Department Head or Division

Chair; thereby awarding differing percentage increases to Staff within the same department.

II. Changes in Job Grades

- A. A pay increase will be awarded when an employee is accepted into a higher graded position.
- B. A pay increase will be awarded when an employee's present job is upgraded to a higher grade level as a result of a job analysis conducted by the Human Resources Office. The increase will be effective the date the Human Resources Job Classification Committee recommends an upgrade. (See Personnel Policy: Job Analysis/Evaluation).
- C. Pay increases resulting from changes in job grade as described in either Section II. A. or B. above are determined by the percentile placement of the current wage or salary rate within the current wage/salary range and applying that same percentile placement in the higher wage/salary range. i.e. If the employee's rate in the lower range is at the minimum, or first quartile, they are awarded the rate in the higher range at the new minimum, or new first quartile. For rates falling in between quartiles, a mathematical percentile equivalent must be computed.
- D. Such pay increases, if processed at the time of an annual increase, shall be applied prior to the computation of any annual increase percentage. The timing of such a pay increase shall in no way affect an employees's eligibility for subsequent annual merit increases.

III. Increase Review and Approval

- A. The Manager of Human Resources shall review and approve all proposed pay increases to assure compliance with all pertinent University policies.