

2011-2012 Staff Salary Increase Information

1. Regular benefits-eligible employees will be eligible for the salary increase on November 1, 2011 upon meeting the following criteria:
 - Current (most recent) hire date must be on or before June 30, 2011.
 - Performance evaluation for 2010-11 must be submitted to the employee's next level supervisor.
 - Performance evaluation for 2010-11 must indicate a minimum of satisfactory performance.
2. The distribution of salary dollars for benefits-eligible staff employees will consist of the following components:
 - A 3% standard increase for all eligible employees.
 - Other adjustments due to recent promotions, internal equity, or increase in minimum of pay grade.
 - Additional \$100 for staff employees with a base salary below \$27,000 prior to the standard increase to assist with employee health coverage contributions.
3. Salary increases for coaches, grant, one-year and temporary employees will be determined within each vice presidential area based upon adequate funding and other factors including performance. Each vice presidential area will need to indicate these increases on a case by case basis using the appropriate pay authorization form.
4. Employees on phased retirement will be eligible for the salary increase per the Phased Retirement Program policy. Vice presidents should work with Human Resources to ensure the appropriate pay authorizations are completed to process these increases.
5. The salary increase effective date for support staff employees will coincide with the beginning date of the pay period that includes November 1 which is October 29, 2011. This allows support staff employees to receive the increased hourly rate on all days within the pay period. The first pay date for support staff employees with the new increase is November 18, 2011.
6. Employees will receive their salary letters from Human Resources no later than November 1, 2011.
7. Human Resources will not process reclassification requests until after the increase is effective on November 1 unless they are determined by the President/Vice President to be critical.