

University of Idaho

FY2016 Salary Guidelines

The University of Idaho issues the following guidelines for the preparation of the FY16 salary recommendations for all categories of regular (benefit eligible) employees, permanent and temporary.

General Guidelines: Permanent and temporary regular employees, regardless of their salary funding source, are to be considered in this process. Permanently budgeted positions will be adjusted by the Budget Office using the web-based salary model program based on the parameters described below. **Salary adjustments other than via this process will be rare and require Presidential approval.**

Eligibility: Merit-based increases are available for employees with an initial hire date on or before January 4, 2015 who have a current performance evaluation of at least “Satisfactory/Meets Expectations” as required by Division of Financial Management Guidance. Employees must also have completed the Inclusive Workplace training as required. Temporary help (TH) and employees on performance-related probation are not eligible for a merit increase.

Note: Board-appointed employees with a .01 suffix are eligible for this CEC increase and should be given the same consideration as .00 suffix employees. Salary agreements and an Electronic Personnel Action Form (EPAF) will need to be completed by the department for these .01 suffix employees as part of their annual reappointment process. Spreadsheets will be provided indicating the increase amounts for these employees based on the below salary increase range parameter.

TARA: The unit’s permanently budgeted assistantship positions on General Education and Centrally Allocated funds will be increased by three percent by the Budget Office based on the FY15 Budget Books. These funds are to be used to increase the salary per position and not to increase the number of assistantships.

Salary Increase Range: While the overall average increase for the university is three percent, individual eligible employees will receive a total salary adjustment of no less than two percent and may receive a total salary adjustment greater than two percent based on the following:

- Eligible faculty, classified and exempt employees will receive a two percent increase;
- Eligible classified and exempt staff with eight or more years of service including four years in their current position will be raised to the first quartile in their pay grade if not at the first quartile after the two percent increase;
- Eligible classified and exempt staff with 16 or more years of service but less than six years in their current position will be raised to the first quartile in their pay grade if not at the first quartile after the two percent increase;
- Eligible classified and exempt staff with 16 or more years of service and six or more years in their current position will be raised to the midpoint in their pay grade if not at the midpoint after the two percent increase;
- Very deserving eligible faculty, classified and exempt employees may receive additional increases based upon recommendations by the units within which they serve and with consideration for issues of compression and impact.

- Classified and exempt staff who, after the above adjustments, are not at \$12.02 per hour will be increased to \$12.02, the new minimum hourly wage in our classifications bands.

Note that the FY16 increment for faculty promotions in rank will be applied after the above increases.

Funding Sources: A pool of funds will be managed centrally based on the FY15 permanently budgeted State Appropriated (General Education, Ag Research and Extension, FUR, IGS, WWAMI and WI) and centrally allocated salaries. This pool of funding will not include funding for salaries permanently budgeted on revenue-generating General Education budgets (Education off campus and summer session).

Vacant Positions: Vacant positions will receive a two percent increase for the purpose of enhancing recruitment. These funds may not be reallocated to filled positions to further enhance increases implemented as part of this exercise.

Classified Staff on Hiring Probation: Classified staff hired on or before January 4, 2015 who have not yet completed their introductory probationary period at this time but are making satisfactory progress may be recommended for increases during the salary recommendation process; however increases are deferred until the 6-month probationary period has been satisfactorily completed. Once the employee successfully passes probation, the department must complete an EPAF to implement the pay increase. See University of Idaho Faculty Staff Handbook Chapter 3: Section 3440 D-2. Employees on performance-related probation are not eligible for a merit increase.

Process: The Budget Office will process increases for permanently budgeted positions based on the above guidelines through the web-based salary model (see above for 01 suffix employees). These recommendations will be provided to deans and unit leaders for review and then approved by the appropriate Vice President, the Provost/Executive Vice President or the President (for areas reporting directly to the President) and all recommendations will receive final approval by the Executive Vice President and President. This executive review and approval process will occur concurrently to reviews by units, the Budget Office and Human Resources prior to implementation.

SUBMIT BY MAY 6: The Budget Office will complete the changes for permanently budgeted positions in the web-based salary model. The Banner NWRSSREC report can be run by area fiscal officers **starting April 30** and a spreadsheet documenting individual increases will be provided to deans and unit leaders by this date. This information should be reviewed by the appropriate administrator (Dean/Director) and delivered to the Budget Office with a cover memo by May 6. **Please copy the appropriate Vice President, the Executive Vice President/Provost or the President.** The Budget Office will provide copies of all submittals to Human Resources.

The cover letter from the administrator should indicate that the NWRSSREC report has been reviewed for accuracy and does not include increases for ineligible employees (those who have not completed the Inclusive Workplace training and/or did not receive at least "Satisfactory/Meets Expectations" on their current performance evaluation). Please include any changes to split-funded positions as well as a list of any probationary employees who will not have completed their probationary period at the start of the new fiscal year.