STAFF PAY INCREASE ADJUSTMENT GUIDELINES FOR JULY 1, 2015

Pay adjustment eligibility information was shared at the May 2015 Staff Council meeting and approved by the Cabinet. Active regular part-time and full-time Staff employees in a position assigned to the Staff Salary Grade Structure are eligible for a pay adjustment increase as follows:

- If the employee’s FTE base salary is below or at the midpoint (inclusive) of their position’s salary grade range, s/he is eligible for a 2.5% increase in salary; pro-rated for part-time.
- If the employee’s FTE base salary is above the midpoint, but less than the range maximum, s/he is eligible for a 2% base salary increase; pro-rated for part-time.
- If the employee’s FTE salary is at or over the position’s salary grade range maximum (inclusive), s/he is eligible for 1% of base salary as a one-time lump sum adjustment amount; pro-rated for part-time. If the employee gives notice of resignation and/or retirement to be effective within the first three months of FY16, the lump sum amount will be pro-rated based upon the anticipated number of months of work.
- Pay adjustments are to be reflected in paychecks scheduled for July 15, 2015.
- Those employees hired or promoted effective on/or after April 1, 2015 will not be eligible for the campus general increase on July 1st.
- Those employees receiving an “Overall Needs Improvement” rating on their annual performance review will not be eligible for a pay adjustment; however, they will be eligible to receive a non-retroactive increase if performance improves to “Achieves Expectations” not later than December 31, 2015.