

## November/December 2018 Mid-Year Salary Adjustment Process

- **Mid-Year Salary Adjustment to Base application will be open from November 28 – December 14, 2018. Lump sum payments will be made through the HR Transaction System, as described below.**
- **Regular faculty and regular non-bargaining P&S employees are eligible for an adjustment to base salary.**
- **Salary adjustments will be effective January 1, 2019.**
- **There will be no retroactivity or academic day adjustments.**
- **A January salary notification will be provided on Employee Self-Service. The Total Compensation Statement will continue to be available in July only.**
  
- **Guidelines for faculty salary adjustments:**
  - Salary increases to base for individual faculty should reward performance and address any competitive market-place conditions.
  - Faculty Discretionary Merit Pay workflow form type is now available in the HR Transaction System. Departments and colleges can use this workflow form to give faculty a lump-sum payment. Per policy, a lump-sum payment can occur only once during the fiscal year for faculty. Funds 500/510 cannot be used to fund lump sum payments.
  
- **Guidelines for non-bargaining P&S employee salary adjustments:**
  - **If current salary is within median zone**, eligible for base salary adjustment effective January 1, 2019 that is consistent with performance and market position.
  - **If current salary is above the median zone, but within market range**, eligible for base salary adjustment effective January 1, 2019 that is consistent with performance and market position.
  - **If current salary is below the median zone, but within market range**, eligible for base salary adjustment effective January 1, 2019 that is consistent with performance and market position.
  - **If current salary is above the market, range maximum:**
    - Generally are not eligible for a base increase.
    - Are eligible for a lump sum payment for extra-meritorious performance.
    - Funds 500/510 (Current Restricted Non Federal/Current Restricted Federal) cannot be used to fund increments over the range maximum.
    - To request a lump sum payment, please submit information documenting Successfully Meets, Exceeds Expectations, or Outstanding performance through your Senior Human Resources Leader to University Human Resources.
    - May be granted an increase in base salary if there is credible market data to justify an increase.
  - **If there is a record of discipline and/or a Performance Improvement Plan (PIP) in place within the prior twelve (12) month period**, may be eligible for lesser base salary adjustment, however the increase would be less than the increase for employees with fully competent performance.
  - **Lump Sum Salary Policy Payment Option for non-bargaining P&S employees:**
    - All non-bargaining P&S employees are eligible to receive the P&S Lump Sum Option.
    - Employees can receive no more than 2 payments per fiscal year.
    - Employees are eligible to receive both a base salary adjustment and a lump sum payment in the same fiscal year.
    - Funds 500/510 (Current Restricted Non Federal/Current Restricted Federal) cannot be used to fund lump sum payments.
    - Lump Sum Salary Policy Payment Option must be processed through the HR Transaction System.