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.