



HUMAN RESOURCES
Administrative Services

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MEMORANDUM

TO: Deans, Directors, and Departmental Executive Officers
FROM: Cheryl Reardon, CHRO and Associate Vice President
RE: Salary Guidelines (July 2020)
DATE: June 9, 2020

The University of Iowa operates on two distinct salary increase cycles and each college/division has made a determination regarding the cycle in which they may provide adjustments. The first cycle will occur on July 1, 2020 and the second cycle will occur on January 1, 2021.

Due to the global pandemic, colleges and divisions on the July 1 salary increase cycle may choose to defer to the January 1 cycle for FY 2021. **The following guidelines apply if annual salary increases are implemented.**

For the FY 2021 budget process, the effective dates for salary decisions will be determined by position ownership and are as follows:

July 1, 2020

- Health Care faculty and staff
- VP Research faculty and staff (including Hygienic Lab)
- Athletics staff
- Merit (All AFSCME and MSEC)
- COGS (All)
- SEIU (All)

January 1, 2021

- Faculty positions not owned by those on the first cycle
- Non-Bargaining P&S staff positions not owned by those on the first cycle
- Post Doc positions not owned by those on the first cycle
- The list of eligible colleges and divisions for the second cycle are found in appendix B

Guidelines associated with this announcement

- Faculty promotional increases remain effective July 1 (see appendix A).
- Colleges and divisions with employees funded by multiple orgs should coordinate with the appropriate business officers as early as possible so as not to delay an administrative area's ability to finalize its budget decisions.
- Salary decisions are pending Board of Regents approval of the University's budget which is scheduled to be discussed at the July 29, 2020 meeting.
- The FY 2021 P&S salary scales will not be changed for the 7/1/2020 salary increase cycle. The P&S scales will be analyzed in fall 2020 to determine if any adjustments will

be made during FY 2021. The P&S pay structures are available on the [Pay Plans Directory](#).

- Increases will take effect July 1st and be recognized on the August 1st paycheck.
- If a college/division implements a salary reduction strategy due to the COVID-19 pandemic, the salary of impacted staff may be below the market range minimum during the period for which the salary reduction is in place.
- Fringe Benefit Pool Rates for FY 2021 will take effect on July 1, 2020. The new rates are available on the [Current/Projected Fringe Benefit Rates site](#).
- The effective dates of the University's written agreements and contracts need not align with the salary increase cycle for that college/division.
- Discretionary Merit Pay (Faculty) and Lump Sum Salary Policy Payments (P&S) will follow the same process and effective dates as the budget process listed above. First cycle payments may be effective on or after July 1, 2020 and second cycle payments may be effective on or after January 1, 2021.
- Transactions for classification changes, career advancements and market adjustments are discouraged from having the same effective date as the salary increase process for that college/division.
- The new minimum salary for Postdoctoral fellows and scholars is \$52,704. Postdoctoral fellows and scholars in units that have salary increases on July 1 must meet the new minimum stipend on that date. Postdoctoral fellows and scholars in units that have salary increases on January 1 must meet the new minimum on that date. Please visit the Postdoctoral scholars salary site at <https://www.grad.uiowa.edu/postdocs/salaries>.

HR Salary Setting application

The University's HR Salary Setting application is expected to be available in Self Service to administrative offices on June 8, 2020. Electronic salary entries are due to University Human Resources by 5:00 p.m. on June 15, 2020.

Employee Communication – Fiscal Year Increases

Individuals who are eligible for a July 1, 2020 adjustment should be informed of their salary prior to June 25, 2020, subject to individual pay increases being within the established guidelines or explicitly approved by the Office of the Provost or University Human Resources. Senior Human Resource leaders are available to suggest best practices for communication with individuals regarding salary decisions.

Mid-Year Adjustments (January 1st)

- The process, dates and communication plan for implementing January 1, 2021 salary adjustments will be determined and communicated at a later date.
- UHR will develop additional guidelines for the January 2021 process. VPs and Deans will determine salary levels based on their unique needs, priorities, and market conditions.
- Increases will take effect January 1st and be recognized on the February 1st paycheck.

Appendix A
Salary Information – Faculty Promotions, Contract Covered Staff
FY 2021

The following guidelines apply regardless of annual salary decision:

Faculty

Promotion increments are in addition to performance increments and to any other salary adjustment authorized for the promoted faculty member (a promotion involves a change in rank). Promotion increases for FY 2020 are set at the following levels (tenure and clinical tracks):

Assistant to Associate Professor	\$4,000
Associate to Full Professor	\$6,000

UI Health Care and the Colleges of Dentistry, Pharmacy, and Nursing will continue to be authorized in FY 2021 to pay variable compensation to faculty based on productivity, as previously approved by the Board of Regents, subject to approvals by the Office of the Provost.

Non-Bargaining Professional & Scientific (P&S) Staff

The University will continue to utilize the Board approved non-recurring exceptional performance pay policy for P&S staff. These payments should be both selective and reflective of the University's economic circumstances. Achievements recognized by these awards include activities such as completion of a major project, sustained exceptional performance, outstanding productivity and revenue generation.

AFSCME Employees

The collective bargaining agreement between AFSCME and the State of Iowa covering bargaining unit merit staff provides for a 2.1% wage increase on July 1, 2020. The annual standard hours will remain at 2096 through 12/31/2020 and will decrease to 2088 for CY 2021. Merit/step increases will be set in salary policy for both represented and non-represented merit employees. A decision regarding step increases will occur at the June 4 BOR meeting. Information will be updated after this meeting.

SEIU

The current CBA for a two-year contract beginning July 1, 2019, with SEIU provides two and one tenth percent (2.1%) increase on July 1, 2020, for employees covered by this CBA.

Graduate Assistants – COGS

The minimum salaries for Graduate Assistants, both Teaching Assistants and Research Assistants under the collective bargaining agreement between the Board of Regents and UE Local 896/COGS will increase 2.1% on July 1, 2020:

Academic Year (50% Appointment):	\$20,038
Fiscal Year (50% Appointment):	\$24,486

Returning bargaining unit employees will receive a minimum salary increase of 2.1%. Appointments at a different percent time will receive no less than the prorated minimum salary rate. Further information can be found in the [Graduate Assistant Employment Agreement](#).

Merit Supervisory Exempt and Confidential Staff

As customary and as directed by the Board of Regents, merit staff members who are "confidential" in relation to collective bargaining will be paid as other employees in the same job classifications. Salaries for Merit staff members who are exempt from collective bargaining because of their supervisory classification will also follow the application of the AFSCME agreement described above. Therefore, the salaries for Merit Exempt and Merit Confidential staff will follow the application of the AFSCME agreement described above.

Appendix B
Salary Increase Eligibility for Salary Cycles
FY 2021

Due to the global pandemic, colleges and divisions on the July 1 salary increase cycle may choose to defer to the January 1 cycle for FY 2021 only. Decisions will be made by the organizational Dean or VP.

The following guidelines apply if annual salary increases are implemented July 2020 Salary Policy for Health Care, VP Research and Athletics:

Faculty

Salary increases for individual faculty should reward performance and address any competitive market place conditions. Colleges/Divisions will have the option to award a lump sum payment to faculty in lieu of or in addition to an adjustment to their base salary.

Major units will be allowed, within their budget limitations, to provide on a case-by-case basis promotion increases, counter offers to retain highly valued faculty, and similar critical adjustments.

The special compensation “Faculty Discretionary Merit Pay” workflow form type is available in the HR Transaction system. Departments and colleges can use this workflow form to give faculty a lump sum payment in lieu of or in addition to a base salary increase. Funds 500/510 cannot be used to fund lump sum payments. Please see the complete “Faculty Discretionary Merit Pay” guidelines listed below.

- Eligibility: All regular faculty and institutional officers
- Purpose: Lump sum payment that is in lieu of or in addition to a base salary increase
- Justification: Brief description required in the Remarks section on the workflow form
- Frequency: July 1st or an alternative date (once per fiscal year)

Non-Bargaining Professional & Scientific (P&S) Staff

Salary increases for individual non-bargaining P&S staff should reward performance and address any competitive market place conditions.

Requests to provide a performance-based increase for employees whose salary is above the market range maximum must also receive prior approval from University Human Resources and be driven by credible market information.

The University will continue to utilize the Board approved non-recurring exceptional performance pay policy for P&S staff. These payments should be both selective and reflective of the University’s economic circumstances. Achievements recognized by these awards include activities such as completion of a major project, sustained exceptional performance, outstanding productivity and revenue generation.

The practices described below are in accordance with the University Compensation and Classification System:

If a college/division implements a salary reduction strategy due to the COVID-19 pandemic, the salary of impacted staff may be below the market range minimum during the period for which the salary reduction is in place.

Pay Policies:

If current salary is **within median zone**:

- Eligible for base salary adjustment and/or lump sum payment on July 1 that is consistent with performance and fiscal year salary policy.

If current salary is **above the median zone, but within market range**:

- Eligible for base salary adjustment and/or lump sum payment on July 1 that is consistent with performance and fiscal year salary policy.

If current salary is **below the median zone, but within market range**:

- Eligible for base salary adjustment and/or lump sum payment on July 1 that is consistent with performance and fiscal year salary policy. A long-term goal is to give additional consideration and resources to individuals who are fully proficient in the full range of their responsibilities to the extent that funding resources allow.

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 (percentage based upon current year salary).
- Funds 500/510 (Current Restricted Non-Federal/Current Restricted Federal) cannot be used to fund increments over the range maximum.
- May be granted an increase in base salary if there is credible market data to justify an increase.
- To request a base salary increase, please submit information documenting performance and market data through your Senior Human Resources leader to University Human Resources. Market data is not required if previously submitted and verified during FY 2020.

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 consistent with fiscal year salary policy if the individual has demonstrated sustained improvement, however the increase would be less than the increase for employees with fully competent performance.
- Not eligible for base salary adjustment per P&S new fiscal year salary policy if the individual has not demonstrated sustained improvement.

If a classification has been placed in **Pay Level 9 or 10**, regardless of an individual's current salary level:

- Eligible for base salary adjustment and/or lump sum payment per P&S fiscal year salary policy, consistent with performance and job specific market data.

Fiscal year salary policy guidelines for employees who were recently hired or transferred into a new position:

- Employees hired less than 2 months prior to a college/division budget increase date are **not** eligible for a fiscal year salary increase or lump sum payment.
- Employees hired 2-6 months prior to a college/division budget increase date will be eligible for a fiscal year salary increase and/or lump sum payment, **unless stated otherwise in their offer letter.**
- Employees hired more than 6 months prior to a college/division budget increase date are eligible for a fiscal year salary increase and/or lump sum payment.
- Colleges and divisions will determine an appropriate salary increase based upon individual circumstances.

Lump Sum Salary Policy Payment Option

- All non-bargaining P&S employees are eligible to receive the P&S lump sum option.
- Employees can receive no more than two 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.

January 1, 2021 Salary Cycle

Due to the global pandemic, colleges and divisions on the July 1 salary increase cycle may choose to defer to the January 1 cycle for FY 2021 only. Decisions will be made by the organizational Dean or VP.

The following units/orgs have selected January 1 for salary increase cycle:

- College of Business
- College of Dentistry
- College of Education
- College of Engineering
- College of Law
- College of Liberal Arts & Sciences
- College of Nursing
- College of Pharmacy
- College of Public Health
- Graduate College
- Human Resources
- Information Technology Services (ITS)
- Office of the President
- Office of the Provost (including University College)
- University Libraries
- VP Finance & Operations
- VP General Counsel
- VP Strategic Communications
- VP Student Life (including Student Health & Wellness)

Mid-Year Adjustments (January 1st)

- The process, dates and communication plan for implementing January 1, 2021 salary adjustments will be determined and communicated at a later date.
- UHR will develop additional guidelines for the January 2021 process. VPs and Deans will determine salary levels based on their unique needs, strategic priorities, organizational financial status and market conditions.
- Increases will take effect January 1st and be recognized on the February 1st paycheck.