

ATTACHMENT C

GENERAL SALARY INCREASE GUIDELINES FOR NON-ORGANIZED STAFF AND FACULTY

Merit Supervisory Exempt and Confidential Staff

Merit staff members who are "confidential" in relation to collective bargaining will be paid as other employees in the same job classifications. Therefore, their salaries will follow the application of the AFSCME agreement described in Attachment A. 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 in Attachment A.

P&S Staff

1. Increases for comparable worth/pay equity concerns, compression problems, market adjustments, or other special needs that extend the org salary average over 5.5% must receive prior approval from Susan Buckley, Associate Vice President and Director of Human Resources.
2. Base salaries for non-organized P&S employees will not extend beyond the maximum of the salary schedule. However, those who are currently at the pay range maximum, or will reach the new range maximum through a July 1 increase, may be eligible for up to 10% (over current year salary) lump sum payment for extra-meritorious performance. A letter requesting approval of such an increase should be sent to, Susan Buckley, Associate Vice President and Director of Human Resources. The request must be based on the superior performance of the incumbent.
3. P&S incumbents in positions that are reclassified will receive a salary increase of:
 - ◆ One pay grade - \$2,500 or 5% of a staff member's base salary, whichever is greater
 - ◆ Two pay grades - \$3,000 or 6% of a staff member's base salary, whichever is greater
 - ◆ Three or more pay grades - \$3,500 or 7% of a staff member's base salary, whichever is greater

These increases apply to all sources of funds, absent substantial justification for a lesser increase, such as internal equity. Robert Millsap, Senior Assistant Director of Human Resources and Director of Compensation and Classification, must approve variations from these guidelines.

4. The P&S salary schedule has been modified with an increase of 2% at the minimum and 4% at the maximum (see Attachment D).
5. Recommendations for performance adjustments outside of the range of 1% to 10% (excluding reclassification) must receive prior approval. To request such approval for staff, submit a letter of explanation to Susan Buckley, Associate Vice President and Director of Human Resources. Upon implementation of any increases outside of the range of 1% to 10% the recipients must be notified of the reasons for the action.
6. Staff hired after May 1, 2008 are not eligible for a July 1 salary increase.

Faculty

1. Recommendations for performance adjustments outside of the range of 0% to 10% (excluding promotion) must receive prior approval. To request such approval for faculty submit a letter of explanation to Susan Johnson, Associate Provost for Faculty. Upon implementation of any increases outside of the range of 0% to 10% the recipients must be notified of the reasons for the action.
2. Faculty hired after May 1, 2008 are not eligible for a July 1 salary increase.