Annual Compensation Process FAQs

I received a “successful” rating on my annual appraisal, what is the minimum I should expect in terms of an annual increase?

*All University staff members who have maintained satisfactory/successful performance over the prior year are eligible to receive a maintenance salary increase.*

What role does HR play in determining my increase?

*Salary increases are determined at the department level; however, OHR provides guidelines to administrators as to what is appropriate for specific appraisal ratings.*

What are the differences between merit and maintenance?

*Maintenance increases are based on cost-of-living adjustments and tied to satisfactory/successful performances. All University staff employees who have maintained a satisfactory/successful performance over the last fiscal year are eligible to receive a maintenance salary increase. Satisfactory/successful performances are defined as a staff employee who has fulfilled their individual responsibilities as part of their role at the University.*

*Merit increases are awarded based on an individual’s performance. If a staff employee has performed at or above expectations in their required responsibilities and roles on a recurring or one-time basis, they are eligible for a merit increase during the fiscal year. Merit increases are awarded in addition to a maintenance increase.*

I am currently in my provisional period; can I expect an increase at the end? Will it be retroactive?

*Retroactive pay refers to a salary increase for an eligible University employee for their performance during the previous fiscal year. Retroactive salary increases are based on the effective date of the annual salary increase, not the processed date. Increases for those who are in a provisional period are available upon successful completion and have a start date prior to July 1st. Exceptions to this retroactive pay increase include those individuals who are in a provisional period between July 1 and September 14.*

How is the salary pool determined each year?

*The University plans salary modifications around the state budget, which, once passed, typically begin in the month of July. The University Planning and Budget Committee then approves the annual University budget, which includes a salary pool. The pool is a combination of an allocation for maintenance and for merit, market, and equity. First, the salary pool is used to distribute pay increases in the form of maintenance funds to employees who have met or exceeded performance expectations over the last fiscal year. The remaining allocation is then distributed to responsibility center leaders for*
merit, market and equity increases. All pay increases distributed to employees will be included in the September paycheck.

What is the effective date of the annual salary increases?
Annual salary increases are effective at the start of the fiscal year (July 1st), with limited exceptions.

When are annual increases processed?
Except for limited exceptions, annual increases are processed in September paychecks, retroactive to July 1st.

What types of exceptions may preclude a retroactive salary increase to occur?
Exceptions include those individuals who are in a provisional period, performance improvement plan (PIP), on an unpaid leave of absence between July 1 and September 14, and staff on an assignment of less than 12 months. More information on limited exceptions and retroactive pay guidelines are available in the Annual Salary Increase Policies and Procedures Manual.

How will faculty and staff be notified of potential salary increases?
Faculty and staff employees will receive communication from their responsibility center administration detailing salary increases. The communications should explain the consideration and basis for an increase, which are dependent upon satisfactory/successful (and better) performance over the past year. Communications are typically sent to faculty and staff members in September.

How does a leave of absence effect the annual increase process?
Any staff member on a leave of absence for medical or personal reasons on or after July 1st is eligible to receive an annual increase upon return to active assignment. Exceptions include those individuals who are on an unpaid leave of absence between July 1 and September 14.

Are staff that terminate from the University before the September salary increase eligible to receive a retroactive annual salary increase?
Staff who terminate between July 1st and August 31st are not eligible to receive a retroactive salary increase. Staff who terminate after September 1st are eligible for a retroactive salary increase.

Are staff newly hired to the University eligible for an annual salary increase?
Annual salary increases are meant to reward staff for meritorious performance over the previous fiscal year from July 1 to June 30. Newly hired staff and staff currently in their provisional period are not eligible for an annual salary increase if their start date is after July 1 or if they have not successfully completed their provisional period by July 1.