

**TO:** University of Idaho Deans and Unit Managers  
**FROM:** Brian Foisy, Vice President for Finance and Administration  
John Wiencek, Provost and Executive Vice President  
**DATE:** May 2, 2018  
**SUBJECT:** FY2019 Salary Process

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With the 2019 legislative session at an end, we are preparing to finalize the budget for FY2019. During this session, Gov. C.L. "Butch" Otter recommended, and the legislature approved, a 3 percent Change in Employee Compensation (CEC) for state employees.

The guidelines outlined below will direct salary adjustments for U of I employees for the coming fiscal year (FY2019). State appropriations will cover approximately 60 percent of the cost of General Education increases and legislation provides authorization to fund the balance of the increase from student tuition. The additional tuition funding needed to implement these salary adjustments will come from the 5 percent resident tuition/fee increase approved by the State Board of Education on April 18, 2018.

Salary adjustments will be based on the target salaries generated by our new market-based compensation system. Merit will also be considered in this process. The institution will have access to a salary adjustment pool equivalent to 3 percent of General Education salaries. This is an average figure, and does not mean every eligible employee will receive a 3 percent raise.

Salary agreements/letters will be issued at the conclusion of the process and will reflect annual salaries. Salary changes will take effect July 1 and be reflected in the July 27 paycheck.

Please contact the following resources with questions:

- Funding source or implementation of final salaries: Trina Mahoney in the Budget Office. 208-885-4387 or [tmahoney@uidaho.edu](mailto:tmahoney@uidaho.edu)
  - Staff salary recommendations: Wes Matthews in Human Resources, 208-885-3478 or [wmatthews@uidaho.edu](mailto:wmatthews@uidaho.edu)
  - Faculty salary recommendations: Kim Salisbury in the Budget Office, 208-885-5055 or [kims@uidaho.edu](mailto:kims@uidaho.edu)
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### **FY2019 General Salary Guidelines**

The University of Idaho issues the following guidelines for the preparation of FY19 salary recommendations for all categories of regular (benefits-eligible) employees, permanent and contingent. The purpose of this document is to outline how salary recommendations were developed; detailed instructions on implementation will be distributed separately.

**General Guidelines:** Permanent and contingent regular employees, regardless of salary funding source, are to be considered in this process. Increases for permanently budgeted positions will be implemented by the Budget Office.

**Eligibility:** Merit-based increases are available for employees with an initial hire date on or before December 31, 2017, who have a current performance evaluation of at least "Satisfactory/Meets Expectations" as required by State of Idaho Division of Financial Management guidance. Employees otherwise eligible and hired between January 1 and March 31, 2018, including internal hires, may receive an equity adjustment with the approval of their supervisor if they are below their target salary. Employees hired on or after April 1, 2018 are not eligible for salary increases as part of this process. Temporary help (TH) and employees on performance-related probation are not eligible for a merit increase.

**Note:** Regular contingent (.01 suffix) employees are eligible for this CEC increase and should be given the same consideration as permanent (.00 suffix) employees.

**RA/TA:** Salary adjustment funding for Teaching Assistants will be added to the centralized Teaching Assistant funding pool managed by the College of Graduate Studies.

**Funding Sources:** A pool of funds is available for the recommended salary increases on positions permanently budgeted on General Education as of the FY2018 Budget Book. All other funding, including recommended increases for positions not permanently budgeted on General Education, is the responsibility of the unit.

**Vacant Positions:** In order to maximize funding for existing employees, vacant positions will not receive CEC funding.

**Split-Funded Positions:** Units with split-funded positions should work together to ensure agreement on proposed increases. Any changes to recommended salary increases or additional increases for split-funded positions should include a clear indication that all are in agreement.

**Implementation:** Upon approval by the president, central administration will implement all salary increases, with the exception of those related to postdoctoral positions, via an automated process. This process will update all impacted employees (both .00 and .01 suffix) to their new permanent salaries effective July 1, 2018. Units are responsible for processing any actions needed to reinstate existing temporary pay and/or FTE changes with an effective date of July 2, 2018. Units are also responsible for processing all fiscal year reappointments for postdoctoral positions.

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### **FY2019 Staff Salary Adjustments**

Human Resources has provided each vice president a spreadsheet and detailed instructions. These spreadsheets reflect recommended salary adjustments for eligible staff based on the following:

1. A graduated scale will move all employees toward their respective target salaries. Employees further behind target will receive larger increases than employees closer to target. Some employees will reach 100 percent of target in this first step, but no one will exceed 100 percent of target as a result of Step 1.
2. For those staff not at or above 80 percent of their target salary after Step 1, increases are recommended to bring them to 80 percent.
3. A limited number of performance recommendations are also provided. These recommendations, if accepted by the supervisor, demonstrate the impact of a 1 percent overall target salary adjustment (inclusive of Steps 1 and 2 above).

In addition to these steps, a pool of General Education funds has been made available to each vice president and the president. These funds, along with unit funding, may be allocated based on performance for staff hired on or before December 31, 2017. Detailed instructions will outline the parameters for these increases, as well as unit-funded equity increases.

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### **FY2019 Faculty Salary Adjustments**

The Provost's Office has provided each unit a spreadsheet and detailed instructions. These spreadsheets reflect salary recommendations for eligible faculty based on the following:

1. Increases are recommended to adjust for changes in CUPA market salaries. For positions with an increase in CUPA market salary, the faculty salary will be increased in order to stay as close as funding allows to the prior percentage of market salary before the market increase. For positions with a decrease in market salary, the salary will remain unchanged, unless the faculty member qualifies for one of the increases outlined below.
2. For faculty not at or above 80 percent of their target salary, an adjustment is recommended to bring them to 80 percent, regardless of the change in market for the position.

In addition to the above steps, a pool of funds will be made available to each unit to be used as follows:

1. 50 percent will be used to apply performance-based increases to up to one-third of the faculty in the unit.
2. 50 percent will be used to bring faculty closer to market salaries or to address compression or inversion issues within units.

FY2019 increments for faculty promotions in rank will be applied after these steps.