

## ***FY23 Salary Adjustment Spreadsheet Instructions for Staff Employees***

### ***University of Idaho***

***April 14, 2022***

With an effective date of June 26,2022, the University of Idaho will grant salary adjustments for staff for FY23; new pay rates will be reflected on July 22,2022 paychecks. These instructions address the process for staff salary adjustments, which includes classified, exempt and postdocs. The adjustments will be based on target salaries generated by our market-based compensation system.

#### **CEC Philosophy and Central Allocation:**

Staff in good standing that at least meet expectations on their 2021 performance evaluation will receive a salary increase equivalent to 2.0% of their permanent salary exclusive of temporary pay adjustments.

Staff with a salary below 80% of their calculated target after the above 2.0% increase will receive an equity increase to 80% of their calculated target salary.

Maintaining UI minimum rates. For FY23, the minimum hourly rate will remain \$15.00 per hour. The minimum exempt salary is \$818 per week / \$42,536 per year.

Vice presidents and deans will be provided a Merit Pool of GenEd funds to be distributed for meritorious performance.

Units may, at their discretion, request to supplement salary increases as budget allows.

#### **Eligibility:**

Continuing staff who were in their positions on or before 12.31.21:

- At least meet performance standards on their 2021 annual evaluation      Eligible for all increases
- Did not meet performance standards on their 2021 annual evaluation      Eligible only for increases up to the UI minimum rate
- Did not complete required training      Eligible for 2% salary increase, up to 80% of target and UI minimum rate, but not eligible for any additional increases

Staff in new positions after 12.31.21 and new employees who started on or before 4.1.21:

- With an interim performance evaluation on file that at least meets performance standards      Eligible for all increases

New staff after 4.1.2022:

- Defined as first classified or exempt position      Not eligible for any increases. Units fund increases to UI minimum

**Process:**

The combined efforts of the offices of Human Resources and Budget will provide each vice president and dean with a roster/spreadsheet to complete and return based on the following:

Step 1: Across the Board Increase: All employees with satisfactory performance will receive a 2.0% salary increase.

Step 2: Equity Increase: Increase all employees not at 80% of their calculated target salary after the above 2.0% increase to 80% of their calculated target salary.

Both Step 1 (Across the Board) and Step 2 (Equity) increases assume satisfactory performance. When performance is satisfactory, these increases should be accepted as is. If an employee's performance is not satisfactory, the vice president should not accept the recommendation and should "zero out" the recommended increase. The funds that would have been otherwise available for that employee may not be redistributed to other employees.

Step 3: Maintaining UI minimum rates: For FY23, the minimum hourly rate will remain \$15.00 per hour. The minimum exempt salary is \$818 per week / \$42,536 per year. These increases are not optional. If a unit cannot fund the increase to the new exempt minimum, they should contact their Human Resources Business Partner to discuss moving the employee to a classified (hourly) status.

Step 4: Unit funded equity increases: Units may request additional equity increases if they have funding available to support the request. While considering increases, keep in mind that a goal of our market-based compensation system is to pay all employees at least their target salaries. Until we reach the goal of 100% of target, equity is defined in our system as paying employees roughly the same percentage of their individualized target salaries while also rewarding meritorious performance.

Step 5: Merit Increases: Deans and vice presidents will receive a merit pool of General Education (GenEd) funds to allocate to GenEd-funded positions for meritorious performance. Units may also provide unit-funded merit increases beyond the merit pool allocation. All merit increases follow the current FY23 PBUD labor distribution and units must identify source funds for all unit-funded GenEd increases; the source PCN (or major expense code if not using current personnel funds) and Index must be included.

Vice presidents and deans will be provided a merit pool allotment of GenEd funds for staff, and another for faculty based on their area's proportional share of the overall merit pool. At their discretion, these two amounts may be redistributed across the two employee types so long as they do not exceed the total allotment provided to them.

No more than 50% of the combined faculty and staff in a college or vice president's division may receive merit increases.

Subject to the final approval of the President, all salary adjustments must be approved by the Provost or appropriate vice president.

**Funding and Implementation:**

**Funding:** General education funding of recommended increases for individual positions is based on FY23 records within Banner (NBAPBUD) as of April 1, 2022. All other funding, including recommended increases for positions not permanently budgeted on general education as of April 1 and all additional funds identified by the unit, is the responsibility of the unit. Any questions regarding funding sources should be directed to University Budget and Planning (Trina Mahoney, [tmahoney@uidaho.edu](mailto:tmahoney@uidaho.edu), 885-4387).

Units with split-funded positions are expected to work together to ensure agreement on proposed increases. Any changes to the recommended salary increase for split-funded positions should be addressed in the “Notes” column of the spreadsheet with a clear indication that all agree. Please note that percentages in split funded positions will remain as is – increases will be applied accordingly.

Vacant positions will not receive any CEC funding.

**Implementation:** Upon approval by the President, central administration will implement all salary increases through automated salary agreements and letters in VandalWeb. This process will update all impacted employees (both 00 and 01 suffix) to their new permanent salaries effective 06/26/2022. Units are responsible for seeking continuation approval (on FY23 Staff Salary Change Forms) and processing any actions (EPAFs) needed to reinstate existing temporary pay and/or FTE changes with an effective date of 06/27/2022.

**Materials due by April 27, 2022:**

Vice presidents and deans should return their reviewed spreadsheets and explanations/notes to Human Resources ([lrp@uidaho.edu](mailto:lrp@uidaho.edu)) as soon as possible, but no later than April 27. In the explanations, please include the following:

- brief justification for any increase eliminated due to unsatisfactory performance,
- brief explanation for any area/group of employees where increases are to be eliminated or reduced due to lack of funding,
- Funding source for any unit-funded increases, and
- Justification for the increase

The return email should indicate that the spreadsheet has been reviewed for accuracy and is approved by the academic dean or vice president.

Any requests to adjust FY23 staff salaries after spreadsheets are returned to Human must be submitted on an FY23 Staff Salary Change Form, located on the Human Resources webpage (<https://www.uidaho.edu/human-resources/forms>) with an effective date no earlier than June 27, 2022.