

FY25 Salary Adjustment Spreadsheet Instructions for Employee CEC

University of Idaho

April 12, 2024

With an effective date of June 23, 2024, the University of Idaho will grant employee salary adjustments to board-appointed employees for FY25. The new pay rates will be reflected on July 19, 2024, paychecks. These instructions address the process for salary adjustments, which include faculty, classified, exempt and postdoc employees, (student and temporary help employees are not eligible for CEC increases). The adjustments will be based on target salaries generated by our market-based compensation system.

CEC Philosophy and Central Allocation:

University-Wide Increases:

Employees in good standing, that at least meet expectations in their 2023 performance evaluation, will receive an across-the-board salary increase of 1%. This amount will be adjusted based on employee FTE.

UI minimum rates: for FY25, the minimum hourly rate will remain at \$16.00 per hour. The minimum exempt salary for FY25 will be \$912 per week / \$47,424 per year.

Employees with a salary below 80% of their calculated target salary, after the above across-the-board increase, will receive an equity increase to move them towards 80% of their calculated target salary.

The combined increase from the above will be capped at the greater of 6% or \$4,500.

Unit Increases:

Vice presidents and deans will be provided a pool of Gen Ed funds to be distributed for meritorious performance.

Units may, at their discretion, request to supplement salary increases as budgets allow.

Overall increases are capped at 20% of FY24 salary.

Eligibility:

Continuing employees who were in their positions on or before 3.08.2024:

At least meets performance standards on their 2023 annual evaluation*	Eligible for all increases
Did not meet performance standards on their 2023 annual evaluation	Eligible only for increases up to the UI minimum rates
Did not complete required training	Eligible for university-wide increases, but not eligible for any additional increases
Faculty Promotion/Tenure Denial	Eligible for university-wide increases, but not eligible for any additional increases

*If the 2023 performance evaluation has not yet been received for acceptable reasons, the employee will be eligible for all increases. In this instance, salary adjustments will be made retroactively and/or prorated for the next contract period after the annual evaluation is submitted to the Provost's Office.

Employees new to the university, or who started in a new position after 3.08.2024:

At least meets performance standards on an interim annual evaluation	Eligible for university-wide increases EXCEPT 1% across-the-board; not eligible for any additional increases
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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 an across-the-board salary increase of 1% based on FY24 salary.

Step 2: Maintaining UI minimum rates: For FY25, the minimum hourly rate will remain \$16.00 per hour. The minimum exempt salary is \$912 per week / \$47,424 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 the possibility of moving the employee to a classified (hourly) status.

Step 3: Equity Increase: Increase all employees not at 80% of their calculated target salary, after the above across-the-board increase, to 80% of their calculated target salary.

Step 4: Compare results of above adjustments to the cap of the greater of 6% or \$4,500 and adjust if necessary to stay within cap.

Step 5: 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 the 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 simultaneously rewarding meritorious performance.

Step 6: 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 FY25 PBUD labor distribution and units must identify source funds for all unit funded Gen Ed 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 single merit pool of Gen Ed funds for all employees in their unit.

Merit allocations should be made pursuant to [FSH 3420](#).

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

Note 1: Both Step 1 (Across the Board) and Step 3 (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.

Note 2: Total salary increases for individual employees will be capped at 20% of the employee's current salary.

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

Faculty Specific Information:

1. More details about the market-based compensation system, including market salaries and longevity tables, can be found on the [Provost's website](#). FY25 data will be uploaded during summer 2024.
2. The faculty member must have the rank of Instructor, Senior Instructor, Assistant Professor, Associate Professor, Full Professor, or Distinguished Professor.
3. Faculty Administrators are eligible for CEC. Direct reports to the Provost/EVP are not distributed to the unit. Department heads, chairs, directors, and program directors will not be listed in this section. Faculty Administrator stipends are determined by a SOC code.

Funding and Implementation:

Funding: General education funding of recommended increases for individual positions is based on FY25 records within Banner (NBAPBUD) as of April 1, 2024. 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, 885-4387).

Units with split-funded positions are expected to work collaboratively 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.

For questions about calculations for staff - contact Ashley Rodriguez (ashleyr@uidaho.edu) and Aria Parr (aparr@uidaho.edu)

For questions about calculations for faculty - contact Kenwyn Richards (kenwynr@uidaho.edu) and Trina Mahoney (tmahoney@uidaho.edu)

Implementation: Upon approval by the President, central administration will implement all salary increases through automated salary agreements and letters. This process will update all impacted employees (both 00 and 01 suffix) to their new permanent salaries effective 06/23/2024. Units are responsible for seeking continuation approval (on FY25 Staff Salary Change Forms) and processing any actions (EPAFs) needed to reinstate existing temporary pay and/or FTE changes with an effective date of 06/23/2024.

Materials due by April 26, 2024:

Vice presidents and deans should return their reviewed spreadsheets and explanations/notes as soon as possible, but no later than April 26, 2024, as follows:

All units return spreadsheets to Budget and Planning Office (tmahoney@uidaho.edu and kenwynr@uidaho.edu).

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,
- notes regarding any merit pool reallocation to/from other units,
- 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 FY25 employee salaries after spreadsheets are returned, reviewed and approved will need to complete an FY25 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 23, 2024.