



University of Idaho

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[Staff Compensation Committee](#)

**To:** President Scott Green  
**From:** University of Idaho Staff Compensation Committee  
**Date:** December 14, 2023  
**Re:** FY25 Staff CEC Allocation Recommendations

Dear President Green,

In anticipation of a Change in Employee Compensation (CEC) allocation to our general education base budget for FY2025, the University of Idaho Staff Compensation Committee (committee) seeks to fulfill its role under [FSH 1640.81](#) and provide recommendations on the distribution of the FY2025 CEC. The committee's priority is to advocate for staff equity, transparency, and consistency in compensation, with a long-term goal to see all staff attain their calculated target salary. This priority aligns with the original goal of our market and target salary system. An employee's target annual pay utilizes local and national market rates in combination with an employee's years of service, education, and years in the position to compute an individualized equitable target annual pay. To achieve meaningful progress towards meeting target salaries, the **committee recommends implementing (1) an across-the-board increase of at least 2% based on an employee's target annual pay, (2) increasing positions to at least 81% of their annual target pay, if #1 does not bring them to 81%, and (3) merit increases for exemplary performers.**

Since September 2023, the committee has conducted meetings to discuss issues related to staff compensation and to determine a set of priorities for allocating FY2025 CEC. On November 8, 2023, the committee's recommendations were presented to Staff Council. On December 13, 2023 Staff Council voted in support of the Committee's recommendations (20 in favor, 0 opposed, 8 abstained/absent).

If the state legislature approves FY2025 CEC funds, the committee supports the following reductions before the allocation of the CEC to employees:

- **Exempt Staff Minimums.** Increasing exempt staff's minimum salary to meet the salary requirement dictated by federal law, specifically the Fair Labor Standards Act (FLSA).
- **Faculty Promotion.** The committee supports recognizing the achievements of faculty through promotion increases in salary. As a principle, the committee would prefer faculty promotion increases to be funded through a source other than CEC. However, in recent years the state legislature has not provided this funding, and therefore, the committee supports CEC funds for faculty promotion. The committee requests proportionate CEC funding for staff, used as merit pay for exemplary performers.

- **TA Compensation.** We receive some state funding for graduate student appointments, but it historically has not kept up with what other universities offer for graduate student appointments. Attracting and retaining the best and brightest graduate students is paramount to reaching our goal of Carnegie Highest Research (RI) status. We endorse using CEC funds to match with priority #1 below to continue to advance graduate student stipend competitiveness.

In previous years, the Idaho State Legislature has instituted statewide requirements, and we want to formally acknowledge the needed latitude to adhere to any requirements set forth by that governing agency.

Following the above reductions, the committee recommends the following in priority order:

- **Priority #1 – Across-the-board (ATB) increase of at least 2% based on an employee’s target annual pay:** Specifically, this would mean calculating the percentage increase using the employee’s target annual pay. This method would encompass the employee’s market rate in conjunction with their years of service, years in position, and education. Historically, the ATB increase was calculated using the employees’ current rate of pay. If utilizing the employee’s target annual pay rate is applied, this would allow those below their target annual pay to begin to close the gap between those over their target annual pay, helping to lessen the gap of disparity. The [Consumer Price Index](#) increased 3.7% over the last 12 months ending September 2023. The committee would like to recognize that this continued increase in inflation has had significant impacts on everyone. Because of this, the committee recommends up to a 4% ATB increase if funds allow.
- **Priority #2 - Increase positions to at least 81% of their target annual pay, if priority #1 does not bring them to 81%.** When the University of Idaho adopted a market and target salary system there was a limited amount of available funding to ensure all employees were paid their target annual pay. The determination was made to start with a standard of at least 80% of their target annual pay and then to increase incrementally over time to bring all employees to 100% eventually. We recommend moving the needle at least 1%, or higher if funds allow each fiscal year to begin to realize this goal. The committee also endorses units utilizing available unit funding to further equity goals for those below 100% of target annual pay. We ask units to consider percentages of target annual pay, rather than a dollar amount when addressing equity increases.
- **Priority #3 – Merit pay:** The committee recommends merit pay funding be provided based on funds available after the above two priorities have been met. The committee also recommends developing guidelines around performance-based pay, including training and support for supervisors having open conversations with each of their employees regarding measurable goals. In practice, if an employee’s goals are attained, then the employee would be considered for a merit pay increase. The committee also endorses units utilizing available unit funding towards merit pay as warranted. We ask units to consider percentages of target annual pay, rather than a dollar amount when addressing merit increases.

The committee recognizes that over the last several years, the CEC allocation to our general education base budget has not provided sufficient funding to keep up with inflation, thus making it difficult to

advance employee target annual pay. This has resulted in a struggle to recruit and retain staff. As charged in [FSH 1640.81](#), the committee would like to advocate for increases in staff pay that goes beyond what the CEC allocated funding provides in order to retain valuable employees. The latest data from the [Bureau of Labor Statistics](#) indicates that the labor market will continue to decline. This makes it imperative to address the issue and the committee urges leadership to adopt staff retention as a university-wide priority.

We want to reiterate the intentions of the University of Idaho Staff Compensation Committee, which is to be the voice of staff when discussing matters relevant to compensation. It serves to increase morale, lessen turnover and attrition, and retain those highly skilled staff who are instrumental in the operations of the University of Idaho. We kindly ask that you consider the proposal outlined above and welcome you to ask questions should any arise.

Sincerely,

Staff Compensation Committee Voting Members:

Michele Mattoon, Chair

Eric Anderson

Lindsey Brown

Cretia Bunney

Jackie Flores

Omni Francetich

Elissa Keim

Ciarra McCormick

Kimberly Osborne