

## 2017-2018 Staff Salary Increase Information

1. Regular benefits-eligible employees will be eligible for the salary increase on November 1, 2017 upon meeting the following criteria:
  - Current (most recent) hire date must be on or before June 30, 2017.
  - Performance evaluation for 2016-17 must be submitted to the employee's next level supervisor.
  - Performance evaluation for 2016-17 must indicate a minimum of good performance.
2. The distribution of salary dollars for benefits-eligible staff employees will consist of the following components:
  - Salary increase to minimum of the pay grade if applicable.
  - A 1.25% standard increase for all eligible employees.
  - Other adjustments due to recent promotions, internal equity, or target salary increases.
3. Salary increases for coaches, grant, one-year and temporary employees will be determined within each vice presidential area based upon adequate funding and other factors including performance. Each vice presidential area will need to indicate these increases on a case by case basis using the appropriate pay authorization form.
4. Employees on phased retirement will be eligible for the salary increase per the Phased Retirement Program policy. Human Resources will provide a list of phased retirees to vice presidents to ensure the appropriate pay authorizations are completed to process these increases.
5. The salary increase effective date for non-exempt staff will coincide with the beginning date of the pay period that includes November 1 which is October 21, 2017. This allows non-exempt staff to receive the increased hourly rate on all days within the pay period. The first pay date with the new increase for non-exempt staff is November 10, 2017. The first pay date with the new increase for exempt staff is December 1, 2017.
6. Employees will receive their salary letters from Human Resources no later than November 1, 2017.
7. Human Resources will not process reclassification requests until after the increase is effective on November 1.