



To: John Horack
Vistasp Karbhari
Ray Pinner
Delois Smith

From: Chih Loo

Re: 2012-2013 Meritorious Salary Increase Guidelines

Date: June 20, 2012

FY 2012-13 budget development worksheets will be issued to the vice presidents on June 20. The Budget Office will provide training on how to complete these worksheets.

The University is pleased to offer a salary pool for FY 2012-2013. Here are the salary increase guidelines:

- The effective date for the salary increase will be October 1, 2012. The check reflecting the increase will be issued on October 12, 2012. The October 12 paycheck covers the pay period from 9/19/12 – 10/02/12, therefore, only a partial salary increase is reflected in this paycheck.
- All employees hired on or before May 15, 2012 are eligible to receive salary increases. Employees hired after that date are not eligible to receive a salary increase.
- All salary increases will be merit based.
- The University will provide a 3.0% salary pool to all units funded by state-accounts (ledger 2).
- The 3.0% increase will also be applied to the GTA funding provided to each college.
- Vacant positions are not eligible for salary increases. A salary pool is not provided for vacant positions.
- On-call positions are eligible for salary increases; however, any salary adjustments must be funded from departmental budgets. A salary pool is not provided for on-call positions.
- Written justifications must be provided to and approved by the Vice Presidents for any individual who receives a salary increase of more than 8% or who receives no increase.
- Employees paid from non-state funded accounts (Ledger 3,4,5,and 6) are covered by the above guidelines.

We are working on a short window to implement this plan. Please observe the attached 2012-13 Budget Development Process Calendar.

All UA institution budgets, including salary plans, are contingent upon approval of the Board of Trustees. The next Board of Trustees meeting is September 13-14, 2012. At that meeting, the Board will consider for approval the FY 2012-13 budget proposals from all UA campuses.

C: Budget Unit Heads