



To: President Altenkirch  
Bob Lyon  
Ray Pinner  
Delois Smith  
Ray Vaughn

From: Chih Loo

Re: 2013-2014 Meritorious Salary Increase Guidelines

Date: June 17, 2013

FY 2013-14 budget development worksheets will be issued to the budget unit heads on June 17. The Budget Office will provide training on how to complete these worksheets.

The University is pleased to offer a salary pool for FY 2013-2014. Here are the salary increase guidelines:

- The effective date for the salary increase will be October 2, 2013. This is the first day of the pay period. The check reflecting the increase will be issued on October 25, 2013.
- Employees hired on or before May 15, 2013 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 2.5% salary pool to all units funded by state-accounts (ledger 2). In addition to the 2.5% pool, a limited pool will be retained centrally by the President/Vice Presidents for special market/equity adjustments.
- The 2.5% increase will also be applied to the GTA funding provided to each college.
- In addition to the 2.5% salary pool, employees who make \$35,000 or less (as of May 15) annually who are eligible to receive merit based salary increase, are also eligible to receive \$500 per FTE salary increase adjustment. On-call employees are not eligible for this adjustment.
- 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.

All UA institution budgets, including salary plans, are contingent upon approval of the Board of Trustees. The next Board of Trustees meeting is September 12-13, 2013. At that meeting, the Board will consider for approval the FY 2013-14 budget proposals from all UA campuses.

C: Budget Unit Heads