



To: John Horack  
Vistasp Karbhari  
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Delois Smith

From: Chih Loo

Re: 2011-2012 Meritorious Salary Increase Guidelines

Date: August 18, 2011

The University is pleased to offer a salary pool to its employees in FY 2011-2012. Here are the salary increase guidelines:

- The effective date for the salary increase will be October 1, 2011. The check reflecting the increase will be issued on October 14, 2011. The October 14 paycheck covers pay period from 9/21/11 – 10/04/11, therefore, only partial salary increase is reflected in this paycheck.
- All employees hired on or before May 15, 2011 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 4.5% salary pool to all units funded by state-accounts (ledger 2).
- The 4.5% increase will also be applied to the GTA funding provided to each college.
- Special considerations for faculty merit, market equity, or other may be considered upon approval of the Provost.
- Budget units funded from ledger 2 may provide additional salary pool up to 2% (optional). The additional salary pool must be funded from within the budget unit. Source of **recurring** funding must be clearly identified and approved in advance by the Budget Office.
- 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 less than 2.5% or more than 10%.

- Employees paid from non-state funded accounts (Ledger 3,4,5,and 6) are covered by the above guidelines. Budget units in these areas may allocate up to a total 6.5% salary pool (4.5% + 2.0%).

We are working on a short window to implement this plan, please observe the following deadlines:

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| <b><u>August 18:</u></b>    | Budget Office issues salary increase worksheets.  |
| <b><u>August 29:</u></b>    | Salary increase plans must be submitted to the President and the Vice Presidents for approvals. |
| <b><u>September 2:</u></b>  | Final increase plans must be submitted to the Budget Office for approval.                       |
| <b><u>September 12:</u></b> | Personnel Action Forms (PAFs) are due in the Offices of Human Resources and Payroll.            |

All UA institution budgets, including salary plans, are contingent upon approval of the Board of Trustees. The next Board of Trustees meeting is September 15-16, 2011. At that meeting, the Board will consider for approval the FY 2011-12 budget proposals from all UA campuses.

C: Budget Unit Heads