To: Christine Curtis  
Bob Lyon  
Kristi Motter  
Delois Smith  
Ray Vaughn

From: Robert A. Altenkirch

Re: 2017-2018 Merit Salary Increase Guidelines

Date: June 30, 2017

Enclosed is a calendar for developing recommended salary increases for the 2017-18 fiscal year. Salary increase worksheets will be distributed before the end of today. Guidelines for developing salary increases are:

- Employees hired on or before May 15, 2017 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 to each Division a 2.0% salary pool for salaries funded by state-accounts (Ledger 2). In addition to the 2.0% pool, a small pool will be retained centrally by the President for very limited special market/equity adjustments. Requests should be made directly to the President, should include a rationale, and should target specific individuals, not groups of employees. The number of individuals who may receive an adjustment from this pool will be very limited.
- Each Vice President may decide how the 2.0% is to be distributed to their budgetary units.
- In addition to the 2.0% salary pool, employees whose salary is $35,000 annually or less (as of May 15) who are eligible to receive a merit-based salary increase are also eligible to receive a $500 per FTE salary increase adjustment. The $500 adjustment should be distributed after the 2% pool is distributed, and the adjustment should not impact how the employee is treated in the distribution of the 2% pool. The $500 adjustment will be distributed in a single check on or about December 1, 2017. The employee’s annual salary October 1, 2018 will reflect the $500 adjustment at that point. 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.
- Employees paid from non-state funded accounts (Ledgers 3, 4, 5, and 6) are covered by the above guidelines.

All UA System institutional budgets, including salary plans, are contingent upon approval by the Board of Trustees.

c: Chih Loo