

FY22 Salary Adjustment Spreadsheet Instructions for Staff Employees

University of Idaho

April 26, 2021

With an effective date of June 27, 2021, the University of Idaho will grant salary adjustments for staff, pending approval from the legislature on the higher education budget for FY22. New pay rates will be reflected in the July 23, 2021, paychecks. These instructions address the process for staff employee adjustments. The adjustments will be based on target salaries generated by our market-based compensation system.

CEC Philosophy and Central Allocation:

Staff in good standing that at least meet expectations on their 2020 performance evaluation will receive a salary increase equivalent to 2.0% of their permanent salary exclusive of temporary pay adjustments.

Staff with a salary below 70% of their calculated target will receive an equity increase to 70% of their calculated target salary.

Maintaining UI minimum rates. For FY22, the minimum hourly rate will remain \$13.38 per hour. The minimum exempt salary is \$794 per week / \$41,288 per year.

Units may, at their discretion, request to supplement salary increases as budget allows.

The adjustments are subject to the following conditions:

1. For employees hired on or before December 31, 2020, the recipient of any salary increase must meet or exceed performance standards according to the 2020 annual performance evaluation.
2. Employees hired on or after January 1, 2021 are not eligible for increases, except to bring them up to 70% of their calculated target salary or the exempt minimum rate.
3. To the extent possible, all employees should be given equal consideration in this process regardless of salary funding source with the goal of increases towards equity (consistent percentage of target salary) within a unit and the ultimate institutional goal of all employees reaching pay equivalent to 100% of their calculated target.

The combined efforts of the offices of Human Resources and Budget will provide each vice president and dean with a roster/spreadsheet with a recommended salary adjustment. These recommendations are based on the following:

Step 1: Across the Board Increase: All employees with satisfactory performance will receive a 2.0% salary increase.

Step 2: Equity Increase: Increase all employees to 70% of their calculated target salary.

Both Step 1 (Across the Board) and Step 2 (Equity) increases assume satisfactory performance. When performance is satisfactory, these increases should be accepted as is. If an employee's performance is not satisfactory, the vice president should not accept the recommendation and should "zero out" the recommended increase. The funds that would have been otherwise available for that employee may not be redistributed to other employees.

Step 3: Maintaining UI minimum rates: For FY22, the minimum hourly rate will remain \$13.38 per hour. The minimum exempt salary is \$794 per week / \$41,288 per year.⁴ Unit funded increases: Units may self-fund additional increases as their budget allows to further advance salaries closer to calculated target as a means of improving institutional equity.

Step 4: Unit funded increases: Units may request additional equity or merit increases if they have funding available to support the request. While considering increases, keep in mind that overall equity in our market-based system means that all employees are paid at least their target salaries. Increases are added to the spreadsheet, with a source of funds (Index) identified and a rationale for the increase. For non-Gen Ed positions, the increase will be applied to funding sources per the existing FY22 NBAPBUD labor distribution. For Gen Ed positions, the source PCN (or major expense code if not using current personnel funds) and Index must be included.

The recommended increases for those positions permanently budgeted on general education sources as of April 6, as reflected in FY22 records within Banner (NBAPBUD) will be supported by central general education funds. Positions budgeted on other sources must provide unit funding to support the recommendation. If other funding sources are not available to support any of the recommended increases, the dean or vice president may "zero out" the recommended increase. **If other funding sources can support some of the increase, but not all, then the supervisor of that group must consult with the HR Classification and Compensation Specialist (Lodi Price lrp@uidaho.edu) on distribution.**

If the dean or vice president believes another compelling reason exists to "zero out" an increase beyond performance or funding availability, please consult with the Director for Human Resources (Brandi Terwilliger, brandit@uidaho.edu, 885-3008).

Subject to the final approval of the President, all salary adjustments must be approved by the Provost or appropriate Vice President. When returning the spreadsheet to the Executive Director for Human Resources, please provide an explanation for any changes.

Funding and Implementation:

Funding: General education funding of recommended increases for individual positions is based on FY22 records within Banner (NBAPBUD) as of April 6, 2021. All other funding, including recommended increases for positions not permanently budgeted on general education as of April 6 and all additional funds identified by the unit, is the responsibility of the unit. Any questions regarding funding sources should be directed to the Budget Office (Trina Mahoney, tmahoney@uidaho.edu, 885-4387).

Implementation: Upon approval by the President, central administration will implement all salary increases through automated salary agreements and letters in VandalWeb. This process will update all impacted employees (both 00 and 01 suffix) to their new permanent salaries effective 06/27/2021. Units are responsible for processing any actions needed to reinstate existing temporary pay and/or FTE changes with an effective date of 06/27/2021.

Units with split-funded positions should work together to ensure agreement on proposed increases. Any changes to the recommended salary increase for split-funded positions should be addressed in the "Notes" column of the spreadsheet with a clear indication that all are in agreement. Please note that percentages in split funded positions will remain as is – increases will be applied accordingly.

Materials due by May 3, 2021. Vice Presidents should return their reviewed spreadsheets and explanations/notes to Human Resources (lrp@uidaho.edu) as soon as possible, but no later than May 3. In the explanations, please include the following:

- brief justification for any increase eliminated due to unsatisfactory performance,
- brief explanation for any area/group of employees where increases are to be eliminated or reduced due to lack of funding,
- Funding source for any unit-funded increases, and
- Justification for the increase

The return email should indicate that the spreadsheet has been reviewed for accuracy and is approved by the academic dean or vice president.

With the exception of urgent retention increases and corrections to administrative errors, any requests to adjust FY22 staff salaries after the May 3 deadline must be submitted on an FY22 Staff Salary Change Form, located on the Human Resources webpage (<https://www.uidaho.edu/human-resources/forms>).