IMPLEMENTATION OF POLICY GUIDELINES FOR FISCAL YEAR 2016 (FY16)

SALARY INCREASES EFFECTIVE SEPTEMBER 1, 2015

This document provides policy guidelines and instructions for FY16 salary increases for all fund sources

GENERAL NOTES: Process and Policy Guidelines

Based on guidelines outlined in the July 17, 2015 letter¹ from Interim Provost Baldasty, the UW is authorizing a 3% merit salary increase pool for faculty, librarians and professional staff effective September 1, 2015. The majority of classified staff and academic student employees (ASE) received a salary increase effective July 1, 2015.

The following additional policy decisions and procedures are important to keep in mind:

1. All meritorious faculty in eligible occupation codes who are employed by the UW on or after September 1, 2015 will receive a minimum 2% regular merit salary adjustment, with 1% additional merit. Faculty members who received a prior salary adjustment that precluded an additional salary increase or are ineligible as stated in a hire letter will not receive an increase. Recommendations not to award a merit salary adjustment must be supported by a justification with back-up documentation maintained at the unit level and provided if requested.

2. All meritorious librarians and professional staff in eligible occupation codes who are employed by the UW on or after September 1, 2015 will have a 3% salary pool available for merit salary adjustments, unless they received a prior salary adjustment that precluded an additional salary increase or are ineligible as stated in a hire letter. Merit salary adjustments of 0% for any individual will require that back-up documentation be maintained at the unit level to be provided if requested.

3. In early August, all units and campuses will receive a report from OPB outlining the value of the authorized 3% increase for General and Designated Operating Funds (GOF/DOF) permanently budgeted positions for faculty, librarian and professional staff. The report will also identify for UW Seattle Administrative units the value of the increases that will be funded through state funds and Provost Reinvestment Funds. Any shortfall in funding is the responsibility of the unit.

4. Units will post salary merit increases to budgeted positions and to OPUS/HEPPS lines via the salary module.

5. Units must make adjustments without exceeding the authorized allocation. Classified and ASE increases are handled outside of the salary module.

6. UW Bothell, UW Tacoma as well as Seattle academic units are responsible for funding salary merit increases for all categories of employees, regardless of fund source. Once the process is complete, the value of the GOF/DOF salary increases will be ‘billed’ to each academic unit with a credit given for the proportionate share of the state-funded compensation appropriations allocated to the UW. As in previous salary increase cycles, DOF-ICR (75-xxxx budgets) will be charged with the offset to the salary merit increases posted directly to them. This offset will post to account code 1700.

¹ This letter is available online at the following address: http://opb.washington.edu/sites/default/files/opb/Budget/2015-16SalaryAdjustments.pdf
7. As introduced in the July 24, 2015 letter from Interim Provost Baldasty, UW Seattle Administrative units will receive Provost Reinvestment Funds to fund 95 percent of the authorized merit pool. These allocations will therefore not fully cover compensation costs generated by the 3 percent adjustment. It is the intention to not provide merit increase funds to administrative units for vacant positions.

Again, Provost Reinvestment Funds will be deployed for Seattle administrative units to cover 95 percent of the incremental change in permanent GOF/DOF budgeted positions generated from the 3 percent salary increase for faculty, librarians and professional staff. Seattle administrative units are encouraged to consider whether employees who have received recent in-grade adjustments, promotions or have been hired since March 31, 2015 should be eligible for an increase.

The Provost must allocate finite resources to critical compliance and high priority needs such as faculty, professional and classified staff salaries, major infrastructure upgrades and maintenance of the University’s physical and technological foundation. These priorities have been articulated in prior correspondence towards development of the FY16 budget.

As such, the Provost must balance the need to centrally authorize and fund compensation given our finite pool of available permanent funds against the needs we have to invest in areas of critical compliance, student services, and other required costs, while also backfilling the reduction of tuition operating fees fully for academic units. We are working to manage these priorities and to reflect the tenets of our Transforming Administration Program (TAP).

Once the process is complete, the value of the GOF/DOF salary merit increases will be ‘billed’ to each administrative unit with a credit given for 95 percent of the incremental change in permanent GOF/DOF budgeted positions generated from the 3 percent salary increase pool for faculty, librarians and professional staff.

If this policy presents a significant challenge to your unit, please email Paul Jenny pjenny@uw.edu or Sarah Hall sahall@uw.edu.

Classified staff are handled separately from the salary module and administrative units will be provided central funds to cover the permanent GOF/DOF budgeted incremental change for all classified staff positions.

**SALARY MERIT INCREASE OVERVIEW**

**Faculty**

All meritorious faculty members including part-time lecturers and clinical faculty will receive a minimum 2% regular merit salary adjustment, unless they received a prior salary adjustment which precludes further adjustment. Faculty members who are determined not to be meritorious must be identified. These individuals will not receive a salary adjustment.

In addition to the 2% regular merit pool, there will be a 1% additional merit pool. Distribution of the 1% additional merit pool should factor in compression, equity, and merit issues. Elected faculty councils, department chairs, and executive leadership should be consulted with regard to the distribution of this additional merit pool (please consult Faculty Code Section 24-55 A for guidance). **Please remember that pursuant to the Faculty Code Section 24-71 B.1, the additional merit pool must be distributed by departmentalized schools, colleges and campuses as equal-percentage increases to each academic unit.**
All faculty in research, WOT, and other non-state/tuition-funded positions (including the B portion of an A/B salary plan) are to receive the minimum 2% salary adjustment if they are meritorious or have not had a prior salary adjustment that precludes further adjustment. These faculty may receive additional merit so long as the overall average merit increase of 3% is maintained within each academic unit. Funding for these increases should come from the applicable grant, contract or an alternative source of funds relevant to the appointment.

Academic Personnel will review all salary proposals and will request additional documentation if necessary. Faculty salary adjustments will be implemented using the salary module. Merit salary adjustments will be effective September 1, 2015.

The average merit salary adjustment for all faculty members within your unit will be 3%.

Faculty Promotions

Faculty will receive a 7.5% increase effective on the date of their promotion, either July 1 or September 16. Promotions will be handled separately from the merit increase process and must be entered into OPUS as indicated below. Academic units are responsible for the funding of these promotions.

12-month Faculty Promotions

Promotions effective July 1st were calculated before salary merit increases are awarded. The title changes and 7.5% increases should have already been entered in OPUS.

July 1st promotion increases for all permanent budgeted positions

Units may enter budget revision requests (BRR) in BGT before the salary module is created, for these positions. Please notify Judy Gustafson Golisch in Budget Office of any promotional budget revisions that have been entered so that they can be finalized with the F3 function. The Budget Office will send appropriate units revised merit salary increase allocations with the effect of the July 1st promotion adjustments.

9-month Faculty Promotions

Promotions effective September 16th will be calculated after salary merit increases have been awarded. The title changes and 7.5% increases must be entered in OPUS no earlier than September 22, 2015 and no later than September 29, 2015 to have the correct salary displayed in ETR.

Faculty Minimum Salary Floors

Effective September 1, 2015, the minimum salary floors for faculty and other academic personnel will be adjusted as follows:

<table>
<thead>
<tr>
<th>Faculty Position</th>
<th>9-month rate</th>
<th>12-month rate</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Associates, Teaching Associates, Acting Instructors, Senior Fellows, and other Academic Staff</td>
<td>$3,396</td>
<td>$3,145</td>
<td>2%</td>
</tr>
<tr>
<td>Lecturers, Artists in Residence, and Librarians</td>
<td>$3,672</td>
<td>$3,401</td>
<td>4%</td>
</tr>
<tr>
<td>Assistant Professor (including WOT, Research, Clinical, Acting, and Visiting)</td>
<td>$5,124</td>
<td>$4,699</td>
<td>2%</td>
</tr>
<tr>
<td>Associate Professor (including WOT, Research, Clinical, Acting, and Visiting)</td>
<td>$5,577</td>
<td>$5,112</td>
<td>2%</td>
</tr>
<tr>
<td>Professor (including WOT, Research, Clinical, Acting, and Visiting)</td>
<td>$6,621</td>
<td>$6,070</td>
<td>2%</td>
</tr>
</tbody>
</table>
Note: The preceding table does not apply to Educational Outreach International & English Language Programs Extension Lecturers, whose minimum salary floors are articulated in their labor contract.

### Faculty Unit Adjustments

2015-16 unit adjustments are separate from the merit salary adjustment process, and when approved, will be effective October 1, 2015. Questions regarding this process should be submitted to the Provost’s Office.

### Librarians

There will be a 3% salary merit pool for distribution for librarians. The distribution of this pool is to be consistent with the provisions of the Librarian Personnel Code. These salary adjustments will be implemented using the salary module, effective September 1, 2015.

All meritorious librarians who meet performance expectations will receive a merit salary adjustment, unless they received a prior salary adjustment, which precludes further adjustment. Librarians who are determined *not to be meritorious* must be identified. These individuals will not receive a salary adjustment.

### Librarian Promotions

Librarians that received a promotion on July 1, 2015 must receive a merit increase on September 1, 2015.

Promotions for librarians were awarded at 7.5%, effective July 1 based on their June 30, 2015 salary rate. Promotions are handled separately from the merit increase process and should already have been entered into OPUS.

July 1 librarian promotion increases for GOF/DOF budgeted positions will be processed in BGT by the Budget Office before the salary module is created. These promotions will be part of the merit salary increase allocations.

### Faculty and Librarian Retention Salary Adjustments

Retention salary adjustments that will be effective September 1, 2015 are to be submitted separate from the merit salary adjustment process. While the minimum retention salary adjustment is generally 5.0%, any retention salary adjustments that are intended to preclude eligibility for the September 1, 2015 merit salary adjustment must be effective no later than September 1, 2015 and provide at least an 8.0% salary increase. Otherwise, the criteria and process for approval of retention salary adjustments remain unchanged.

### Professional Staff

There will be a 3% salary merit pool for distribution to professional staff. These salary adjustments will be implemented using the salary module, effective September 1, 2015.

The Professional Staff Program requires that merit recommendations for professional staff be supported by a *current performance evaluation completed within the previous twelve months*. Documentation supporting salary adjustments should be retained at the unit level and must include *sufficient detail to confirm that a performance evaluation has occurred* within the previous twelve months as required by the Professional Staff Program. Individual performance evaluations should have been completed by June 30, 2015 to be eligible for a merit increase.

Professional staff hired, promoted or those who received a retention/in-grade increase after March 31, 2015 are generally not eligible for the September 1 merit increase. Each unit can determine internally to expand this timeframe for their employees to a date no earlier than January 1, 2015; this expanded timeframe must be used for all departments within a unit. If
an earlier date than March 31, 2015 is used, employees should have been notified at the time they received the retention or promotion that they were not eligible for the upcoming increase.

Factors that might influence your recommendations may include:
- Performance of job duties,
- Accomplishment of special projects or tasks of benefit to the unit,
- Achievement of efficiencies,
- Market competitiveness,
- Internal equity and
- Customer service contributions.

**Professional Staff In-Grade Salary Adjustments**

If you will be requesting in-grade adjustments to address equity and/or retention issues, use the in-grade section of the professional staff Compensation Change Request Form and consider implementing in-grade adjustments following the merit process, effective September 16, 2015 or later. Further information on in-grade adjustments and the Compensation Change Request Form can be found at: [http://www.washington.edu/admin/hr/rcsp/prostaff/positionrvw.html](http://www.washington.edu/admin/hr/rcsp/prostaff/positionrvw.html)

Any requests for in-grade adjustments on or after September 1, 2015 should use the post-merit salary as the current monthly salary on the compensation change request form. In order to ensure that the correct salary data is used for calculating and approving in-grades with an effective date of September 1 or later, in-grade approvals will be held until after the updated budget module data is available in OPUS. **Please keep in mind that no OPUS appointment number changes or full-time rate changes may be made between August 20 and September 14 2015.**

If you anticipate submitting 20 or more in-grade adjustments, a tool is available for batch submissions. Contact your Senior Compensation Consultant for details.

**Professional Staff Market Minimums**

The professional staff market minimum survey results are still being evaluated. Any market minimum adjustments that are needed will be implemented later on this year, so the market minimums established on September 1, 2013 still apply.

**Professional Staff Temporary Appointments**

Professional staff in temporary appointments (i.e., in job code 1650, 1655 or 9650) are ineligible for merit increases and are not included in the salary increase module. If a department wants to make a salary adjustment for an employee in one of these job class codes, they need to use the PSTA Extension/Increase form. A salary adjustment request may be made prior to an appointment ending.

[http://www.washington.edu/admin/hr/forms/employment/prostaff/tempappt/psta-extension.docx](http://www.washington.edu/admin/hr/forms/employment/prostaff/tempappt/psta-extension.docx)

**Contract Classified Staff**

Contract classified staff with ratified collective bargaining agreements for 2015-17 received a 3% salary increase effective July 1, 2015 as negotiated with their individual labor unions, as well as market range adjustments for over 100 job classes.

Due to ongoing negotiations, there are no across-the-board, market range or premium pay increases at this time for contract classified jobs represented by SEIU 1199NW or the Washington State Nurses Association (WSNA). This includes Registered Nurses at Hall Health and all contract classified Research Nurses. Despite our best efforts to reach agreement in time for July 1, 2015 pay increases for these jobs, it has not occurred and, therefore, these
Jobs have not received across-the-board, market range, or premium pay increases effective July 1, 2015.

There are also currently no pay changes for the 192 FTEs represented by SEIU Local 925 who are in “me too” or “like me too” jobs described in Side Letter E of the contract. Side Letter E states that jobs covered under it “receive the equivalent salary adjustments, market adjustments and premium pay rates agreed upon between the University and SEIU District 1199NW for those job classifications at Harborview Medical Center.” In the absence of an agreement with 1199NW, there have been no increases for this group under the “me too” clause.

**Non-Union Classified Staff**

Classified non-union employees also received a 3% salary increases effective July 1, 2015, as directed by the Legislature, along with selected market adjustments for two legal jobs. The 3% increase will apply to all classified non-union jobs, including medical centers jobs on health care special pay.

**Academic Student Employees (ASE’s)**

Academic Student Employees (ASEs), covered by the collective bargaining agreement between the University and the United Auto Workers (UAW) Local 4121, received a July 1, 2015 salary increases consistent with the provisions of their labor contract.

ASEs in units using the non-variable rate salary schedule will receive an annual percentage wage increase toward matching the Global Challenge States median. Based upon salary analysis performed by an outside compensation consulting firm, the non-variable scale will increase by 11.59% this year.

ASEs in units using the variable rate salary schedules and that already pay above the Global Challenge States median will receive a minimum of 2% wage increase or the percentage needed to match the new base rate for the category, whichever is greater. Units are allowed to increase their variable salary rates above this minimum if they choose.

All ASEs on an hourly wage scale will receive a 2% wage increase over and above their current rate. This includes ASEs who were brought up to $11 per hour as of April 1, 2015.

The Graduate School coordinated updates to include July 1, 2015 salary schedules in the OPUS payroll system.

**Other Employee Groups**

Educational Outreach International & English Language Programs Extension Lecturers will receive salary adjustments consistent with the provisions of their labor contract, which ties the allocation and effective date for performance-based base salary increases to those of professional staff.

**OTHER CONSIDERATIONS**

**Policy Compliance**

As noted, units will be required to stay within their individual allocations when making merit recommendations for permanent budgeted positions funded from GOF/DOF. Allocations are not interchangeable between funds or between faculty, librarian and professional staff categories. OPB’s budget office will monitor compliance with this policy.

Faculty and librarian increases funded from all sources will be monitored for policy compliance by Academic Personnel.
Professional staff increases funded from all sources will be monitored for policy compliance by the HR Compensation Office.

Recommendations not to award a merit salary adjustment must be supported by a justification with back-up documentation being maintained at the unit level and provided if requested.

Ensure Payroll Appointments are in the Salary Module

The following actions should be completed by 3:00 pm on August 19, 2015.

Any faculty librarian, or professional staff whose merit increase is intended to be processed through the salary increase module and who have a continuing appointment for autumn quarter must have a payroll distribution in OPUS with REG, PLP, LWO or S/L pay on a current OPUS appointment. If this information is not entered in OPUS the position will not show up in the salary module and a merit increase correction will need to be entered manually in OPUS between September 15 and September 21, 2015.

These two reports can assist you in verifying payroll distributions

Employee_Download_by_PUC
Employee_Download_by_Org_Code

Both reports may be accessed from https://edw.washington.edu/Reports/Pages/Folder.aspx?ItemPath=%2fHuman+Resources%2fPayroll%2fPayroll+Coordinators&ViewMode=List

When selecting the criteria for the reports for employment types choose faculty and professional staff

Restricted Entry time in OPUS

From August 20 to September 14, 2015 there is a Restricted Entry time in OPUS to ensure that salary merit increases will post correctly. During the Restricted Entry time departments may not add any appointment #'s, and they may not enter any appointment # changes or FT rate changes in OPUS for current employees with faculty, librarian or professional staff appointments.

Personnel on Leave

Salary increase recommendations for faculty or professional staff on leave should be based on the proposed salary of the permanent incumbent when the person returns from leave. Permanently budgeted positions are included in the salary-adjustment pool salary base.

Joint Appointments

Salary increases for faculty or professional staff whose appointments and/or salaries are divided between two or more departments or colleges should be determined by mutual agreement of appropriate department heads and deans. Only one salary increase level is possible, so all units must reach agreement prior to submission of the spreadsheets. A list of employees paid from multiple units will be provided after creation of the salary module. A contact list is attached as Attachment II for your convenience.

Provisos

Salary increases must not be entered into a Proviso budget number. The amounts in those budgets are predetermined and should not be changed. Instead, salary increases need to be posted to a regular state budget. If you need assistance with this, please call Judy Golisch at 616-7441.

President’s and Provost’s Lists

Certain individuals’ increases will be determined by the President or Provost. These individuals’ positions are not included in the units’ general allocation. These increases will be posted by OPB’s budget office. The names of these individuals are listed on the unit allocation sheets for information only.
Units’ faculty positions being held for faculty serving in administrative roles appointed by the Provost

If a faculty member has held a budgeted faculty position prior to serving in an administrative role appointed by the Provost, the unit is expected to hold that tenured faculty position for the individual to return to if/when the administrative position ends, unless otherwise stipulated. Each year salary increases are allocated to the unit for those budgeted faculty positions and should be applied to those positions. Faculty members serving in administrative roles may receive salary increases greater than the average merit increases given each year during the administrative appointment. When a faculty member returns to a budgeted faculty position, the Provost funds the difference between the current salary and the budgeted faculty position. This adjustment is done as follows: add the percent of average merit increase given each year to the budgeted value of the position at the time the individual began an administrative role, and calculate the difference between that amount and the current salary.

**FINAL STEPS OF SALARY INCREASE PROCESS**

**Completion of Data Entry**

Once the salary merit increases have been completed and entered into the salary module for all funding sources by the unit, contact Judy Gustafson Golisch at 616-7441 or judygus@uw.edu. Once this notification is received, access to the module will be frozen for that unit.

**Review of Salary Module Data**

Please plan to have someone available during the review process of September 3-11, 2015 to answer any questions from OPB, the Vice Provost’s Office for Academic Personnel or the HR Compensation Office.

**Unit Approval**

OPB, Academic Personnel and HR Compensation expect that Deans, Chancellors, Vice Presidents or Vice Provosts will review and approve increases before these increases have been entered into the salary module. This approval should be maintained at the unit level.

**Report to Units**

Units may request a summary report of all final increases from Judy Golisch judygus@uw.edu Budget Office after the salary increase process is completed.