TO: Budget Directors and Budget Managers  
FROM: Barbara Johnson, Associate Vice President for Human Resources  
       Ted Winfield, Associate Vice President for Budget and Resource Management  
DATE: May 2, 2011  
SUBJECT: FY 2012 Wage and Salary Increase Guidelines for Non-represented Staff

UVM is committed to compensating employees competitively and equitably, always with attention to student affordability and within the scope of available resources.” President Daniel Mark Fogel, Parameters of Compensation at the University of Vermont, January, 2007

The quality and commitment of UVM’s staff are critical for maintaining excellence in instruction, research and public service to the citizens of Vermont. Therefore, even in these turbulent economic times, compensation remains a top priority of the University. That priority is evident in light of recent raises for all personnel except non-represented staff making more than $75,000 annually. In contrast, many other colleges and universities have had extensive layoffs of staff, program elimination, salary reductions and furloughs as well as blanket salary and hiring freezes.

While we will not lose sight of our commitment to staff compensation, this year based on limited resources, the difficult decision to budget 0% for non-represented staff salary increases was simply unavoidable.

**GENERAL GUIDELINES**

Subject to approval of the FY 2012 budget by the Board of Trustees, the total General Fund salary pool this year will be 0% for continuing personnel. These wage and salary guidelines apply to non-represented staff members paid on restricted, income/expense and general funds. These guidelines do not apply to staff members represented by a union. For represented employees with settled contracts, FY 2012 increases will be awarded according to the terms of applicable collective bargaining agreements.

**FY 2012 PAY BANDS**

Staff members cannot be paid below the pay band minimum. Effective July 1, 2011, some Career/Pay system pay bands will be adjusted to reflect changes in market values, based on the annual review of survey data. Both guidelines and pay bands will be available after May 1, 2011 at http://www.uvm.edu/~ofabweb/.
INDIVIDUAL INCREASES

There will be no across the board, merit decompression, equity or market increases. This is true regardless of funding availability or funding sources.

- **Shift differential premiums and minimum wage rate**
  Shift differentials for eligible non-represented employees are paid as a percentage of hourly rates as follows:
  - 6% of pay band minimum for second shift
  - 8% of pay band minimum for third or rotating shifts

- **Minimum wage rate**
  The State of Vermont minimum wage will remain at $8.15/hour. Currently, this is the lowest allowable rate for temporary employees. The State of Vermont typically plans to increase the minimum wage effective January 1, 2012; we will notify you when the change occurs.

PROMOTIONS

The lack of a salary pool for general increases is not intended to impact normal reclassification and off cycle increases. Such adjustments will be allowed.

Please contact Human Resource Services (6-3102) or Financial Analysis & Budgeting (6-3244), if you have questions about these guidelines.