



The University of Vermont

DATE: April 4, 2023

TO: Deans, Vice Presidents, Vice Provosts, Directors and Budget Officers

FROM: Shari Bergquist, University Budget Director  
Peter Blackmer, Associate Chief Human Resource Officer  
Andrea Mast, Associate Chief Human Resource Officer

RE: FY 2024 Salary Guidelines for Employees

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Pending approval of the FY 2024 budget by the Board of Trustees in May, below are the FY 2024 salary guidelines. For questions related to the non-represented or union status of an employee or interpretation of the salary and compensation articles in active collective bargaining agreements, please contact [Labor and Employee Relations](#). It is important to note instances when a shift in a faculty member's FTE, title, course assignments or length of term from one fiscal year to the next results in a change in bargaining unit status. Consequently, the unit status of such faculty members must be ascertained before determining which salary guidelines apply, or whether a base salary should be newly established as opposed to being incremented. Similarly, please consult with Labor and Employee Relations prior to finalizing changes to any staff member's FTE, job duties, or supervisory status, as these changes could affect bargaining unit status. Non-represented employees are eligible for increases as stated below regardless of funding source. Officers of Administration, Unclassified Staff Executives and Larner College of Medicine non-represented faculty are not covered by these guidelines.

## **NON-REPRESENTED EMPLOYEES**

### ***Faculty Administrators***

Directors, chairs, associate deans and other faculty administrators previously designated as non-represented are termed "faculty administrators." Faculty administrators will receive increases consistent with guidelines for non-represented staff. For FY 2024, this means that they will receive 3.0% on their FY 2023 base. In the cases where two positions make up the full-time equivalency (e.g., chair at .35 FTE and faculty at .65 FTE), the percent increase will be applied to both positions. Determination of full-time bargaining unit status vs. faculty administrator status is based on the position an individual holds effective July 1, 2023.

### ***Non-represented Faculty***

For FY 2024, non-represented faculty will receive 2.5% on their FY 2023 base.

### ***Non-represented Staff***

For FY 2024, non-represented staff will receive 3.0% on their FY 2023 base. Increases for new staff hired external to UVM between April 1 and June 30, 2023 are optional. Internal UVM staff who are promoted or hired into new positions between April 1 and June 30, 2023 must receive their July 1 increase in addition to any promotional increase that they may have received prior to July 1, 2023.

## REPRESENTED EMPLOYEES

### *Union Represented Part-Time Faculty*

All United Academics part-time faculty, including Lecturers I, II and III who are paid by the credit hour will receive a 3.5% increase over their previous academic year's credit hour rate or be raised to the minimum rate prescribed in Article 18.1, whichever is greater. All other United Academics part-time faculty will receive a 3.5% increase to their salary. These increases do not apply to part-time faculty who are grant or gift funded in whole or in part or who are paid under income/expense budgets unless the funding source supports the increase for FY 2024.

### *Union Represented Full-Time Faculty*

All United Academics full-time faculty will receive an "across-the-board" increase of 2.0% added to their FY 2023 base salary. In addition, 0.5% of the total salary dollars payable as of February 15, 2023 to the bargaining unit (excluding Research Faculty) will be allocated to each school or college in an amount proportionate to its share of the bargaining unit salary line. Upon considering the recommendation of their Department Chairs, the Dean of each school or college shall determine whether to award a unit member a performance-based award and, if so, how much to award. Research faculty members are eligible for performance-based increases up to an overall maximum of 9% subject to the review of the Dean, all as described in detail in Article 18.4(c) of the United Academics Agreement.

### *Union Represented Staff: UVM Staff United*

All bargaining unit UVMSU employees will receive an increase of 3% on their base wage on July 1, 2023.

### *Union Represented Staff: Teamsters*

All bargaining unit Teamster employees will receive an increase per the collective bargaining agreement on July 1, 2023.

### *Union Represented Staff: United Electrical Workers*

Salary increases for United Electrical employees will be determined by the collective bargaining agreement which is currently under negotiations.

## GRADUATE STUDENTS, POST DOCTORAL ASSOCIATES AND FELLOWS

### *Graduate Students*

All graduate students are not to be paid less than the published minimum as indicated below (adjusted for FTE).

Pay rates are based on the full-time GRA (0.5 FTE = 20 hours/week)

#### **Masters**

9-month Term: \$20,888

12-month Term: \$27,850

#### **Doctoral**

9-month Term: \$24,000

12-month Term: \$32,000

Some programs have higher minimum stipends. Please refer to the [Graduate College website](#) for additional information.

### *Postdoctoral Associates and Fellows (Postdocs)*

While salaries for postdocs may vary across the institution, all postdocs are to be paid no less than the published minimum for their years of experience. Each academic unit will establish guidelines for increases for those paid above the minimum prior to the beginning of the fiscal year on July 1 and will be responsible for equity and consistency in salaries paid. Please refer to the [HRS website](#) for minimum salary rates effective FY 2024.

## **ADDITIONAL SALARY INFORMATION**

### ***Probationary Employees and External Funding***

Adjustments after July 1, 2023 will be allowed in situations where unassigned funds become available for distribution, such as:

- External funding being determined after budget submission. Such adjustments may be retroactive to July 1 (or a specified date between July 1 and the beginning date of a granting period) only when they are funded by external sources that were not available on July 1.

### ***Minimum Wage Rate***

The State of Vermont minimum wage is currently [\\$13.18/hour](#), and this is the lowest allowable rate for temporary employees. If the State of Vermont increases the minimum wage, the lowest allowable rate for UVM temporary staff will increase accordingly. For regular (non-temporary) UVM employees, the lowest allowable rate is currently \$15.00/hour.

## **BUDGET IMPLICATIONS**

### ***Responsibility Centers***

Responsibility Center Budget Officers should incorporate their projections for salary increases, promotions, salary minima and unfilled positions into their budget plans for all categories of employees listed above. Unfilled faculty lines for which a unit plans to recruit in FY 2024 must be budgeted at minimum/market levels. Lines from which a faculty member has stepped away to be an administrator must be increased according to the currently active collective bargaining agreement. Funding of all salaries must come from units' own revenue streams.

### ***Support Centers***

E-levels have been incremented according to the guidelines mentioned above. Because there are ongoing collective bargaining agreement negotiations that may not be resolved in time for the FY 2024 budget submission, unit-level budget adjustments will be addressed once agreements are ratified.

### ***Documentation***

Non-represented *staff* should generally receive a 3% increase. Special circumstances for non-represented employees that warrant a different increase for an individual employee require prior approval from the Provost (for applicable reporting units) and the Chief Human Resource Officer. Please include documentation of this approval in your unit's designated FY 2024 budget folder by May 24, 2023.