FY20 Wage & Salary Increase Guidelines for Non-Represented Staff

March 27, 2019
Overarching Goals

- Long-term Success and Sustainability of the University
- Evolution of UVM Culture toward Financial, Individual and Academic Unit Performance
- President’s Strategic Action Plan

II. Promoting a culture of advancing academic excellence and cultivating talent

   A. Create and nurture an atmosphere of raising expectations and aspirations focused on quality and excellence
Linking Performance to Merit Pool

- **Merit Pool:**
  - Part of total % for excellent performers
  - Recommended by supervisor (informed by perf. review)
  - Final approval by VP or Dean
  - All merit recommendations justified by documented excellent individual performance
Roles and Accountability

- Front-line and mid-level managers are critical
- HR Role: Guide and train on process
- FAB Role: Ensure financial guidelines met
- Stakeholders: Staff Council, UBA, HR Reps, PSL
GUIDELINES (pending Board approval)

COST CENTER WAGE/SALARY BASE BUDGETS will be incremented by:

- **2.0% TOTAL** with
  - 1.5% for General increases
  - 0.5% for Merit increases

*Guidelines apply to all non-represented staff regardless of funding source*
• EACH AREA must use the total percentage for salary increases
  - Cannot be used to create new positions OR fund part of an existing position

• SALARY SAVINGS from turnover etc., may be used for increases as long as:
  - Unfilled positions remain adequately funded
  - Sufficient unassigned dollars are maintained to fund overlaps in employment, reclass, off cycle, etc.
COST-OF-LIVING INCREASE = 1.5%*

• For all staff (with satisfactory performance) hired prior to April 1

• If documented deficient performance, a lesser or no increase may be appropriate

• Optional if hired April 1 to June 30 from outside UVM

• Staff with internal promotion or new position within UVM between April 1 and June 30 receive the 1.5%

*Additional 1% cost-of-living increase for full-time non-rep. employees earning less than $40K annualized over 12 months
MERIT INCREASE

- Each VP/Dean has final approval for merit pool distribution

- Merit increase recommendation based on exceptional performance as assessed by supervisor and approved by VP/Dean

- Expected that less than exceptional performers will not receive any merit component

- Individual merit increases can exceed 0.5% as long as total pool not exceeded
FY20 PAY BAND ADJUSTMENTS

• No one paid under minimum of pay band

• If currently above pay band max, only cost-of-living increase available unless exception letter approved

TOTAL INCREASES ABOVE 4%

• Above 4% allowed but requires written justification
ANTICIPATED POST-JULY 1 ADJUSTMENTS

Allowable when:

- Funding not available July 1 but available later in fiscal year
- Funding is available but the employee is in their probationary period or part of a constructive discipline process
- Anticipated post-July 1 adjustments to be retroactive to July 1
WRITTEN JUSTIFICATIONS

FOR EXCEPTIONS:

1) TO FAB by *May 17th* FOR BUDGET REVIEW
IF VP/Dean expects to exceed any pool by more than 0.1%

2) WITH BUDGET SUBMISSION by *May 24th* IF
INDIVIDUAL INCREASES ARE:
  • Less than 1.5%
  • Greater than 4.0%
  • Greater than 1.5% for EEs OVER MAX
  • Planned for post July 1
EST. APPROVAL DATE - JUNE 20th

Guidelines, shift differentials, pay ranges, avail @ https://www.uvm.edu/finance/budgeting