

**Vice President for Research and Economic Development
Salary Policy - Fiscal Year 2016
Non Bargaining Professional & Scientific Staff and Faculty**

The Vice President for Research and Economic Development organization has developed a salary policy that is consistent with the FY 2016 University Salary Program.

Vice President for Research and Economic Development Salary Policy

- Your departmental average for salary increases for FY 2016 from all funding sources must be 1.0% to 3.0% on filled positions. Departmental averages above 3.0% will need approval from Cheryl Reardon.
- Through the Early Retirement Incentive Program savings, the VPR&ED will reallocate funds equal to **1.5%** (no new funds were allocated from Central Administration and the 1.5% represents an internal VPR&ED reallocation).
- Funds representing the 1.5% will be allocated for non-bargaining professional and scientific recurring salary, merit/merit exempt and faculty lines (plus fringe) for positions funded on General Education Funds (050). Unit directors who receive a GEF allocation should plan to fund any increase above the allocated 1.5% with existing departmental funding sources.
- Employees hired on or after May 1, 2015 are not eligible for a July 1, 2015 salary increase.
- Please refer to General Salary Increase Guidelines for Non Bargaining Staff for detailed salary instructions.
- It is expected that individual increases are based on two factors; 1) performance and 2) current position in the market range and median zone. With the performance ratings, unit directors need to plan to differentiate increases based on several factors including performance rating, position within the range/zone and overall departmental budget.
- Individual adjustments at 0% and greater than 5%, lump sum payments and salary adjustments above the salary range maximum must receive prior approval (Please send along with your final budget worksheets to Cheryl Reardon).
- The Professional & Scientific Salary Schedule for 2016
- Fringe Benefits Pools for FY16
- Relative Market Placement and Performance Rating Reports are available from your Unit HR Representative. Reports are located at Self Service; Administration tab; Restricted Performance & Salary Reports.
- Units are required to bring those employees below the market range minimum up to the applicable minimum (indicated in RED on the Market Placement and Performance Rating Reports.)
- Remember to work with your Org contact; Joe Elder, Wendy Loney, Cheryl Reardon or Sarah Tallman.

Timeline

Tuesday, June 16th - Worksheets & control sheets will be distributed to departments
Tuesday, June 16th to Wednesday, June 24th – Department Directors determine salaries with data entry by your Org contact into the Budget & Salary Planning application.
Thursday, June 25th – Completed salary sheets are due back to your org representative
Friday, June 26th – Final review of salaries by unit directors (changes to your org contact)
Wednesday, July 1st – budget file submitted to the Business Office
Friday, July 17th - Total Compensation Statement will be available on Self Service

Communication with Employees

- Individuals should be informed of their salary increases prior to July 17th.
- Note that salary increases are not final until Board of Regents approval, which will take place at the August 5, 2015 meeting.

If you have questions regarding this process, please contact Cheryl Reardon at 335-2141.