April 25, 2013

MEMORANDUM (Approved for email distribution by Dean Wei)

TO : Department Chairs
    Associate Deans
    Unit Heads

FROM : Cheng-I Wei, Dean

SUBJECT : FY 2014 Salary Guidelines

The Provost will be distributing detailed FY2014 information on salary guidelines to the Colleges very soon. A summary is provided below. The guidelines will be posted on the AGNR Administrative Services web site.

Your salary recommendations must be completed and in the College Administrative Services office by Monday, May 6, 2013 – COB. Since many have completed the faculty ratings and staff PRD’s, sooner would be appreciated. I am aware that the deadline given to you by Barbara Duncan for returning staff PRD evaluation sheets was May 10, 2013. The campus budget office moved up the normal deadline by one week so we would appreciate your assistance in trying to meet the May 6th deadline. We will work with any unit that cannot make that happen. I realize this is a short turnaround but the College has less than 3 weeks to complete the FY2014 Working Budget and submit to campus. As usual, this provides us a very narrow window with which to assign salary increments, apply other budgetary allocations and incorporate final changes in the Academic Programs, AES, and UME components of the College budget.

The FY2014 state budget includes a 3.00% COLA which will become effective January 1, 2014 and an average merit increase of 2.50% which will become effective on April 1, 2014. Promotion and prior approved retention funds will become effective July 1, 2014. COLA is applied to base salary prior to any merit increases. Merit pools are based on budgeted salary dollars, state support accounts.

University employees paid on sponsored grants and contracts, or any other sources of non-state support funding that are contractual, should be considered for COLA and a merit increase based on performance. The merit increases for this group should be comparable to those allocated to state-funded employees. These COLA and merit dollars will come from the funding source of the salaries.
Faculty and Exempt Staff

Faculty merit fund base of 2.50% is allocated as follows:
- 0.25% retained by the Provost
- 0.25% retained by the Dean for future retention or equity requests
- 2.00% distributed to departments and units
- 2.50% Total Faculty merit pool

My office will retain the .25% faculty pool to assist with any true equity issues, to supplement promotion funds from the Provost and for future retention assistance. Exempt staff merit pools are allocated to the units at 2.50% and is intended to be distributed among the exempt staff. Merits funds are intended to be allocated to faculty and exempt staff who have demonstrated exceptional performance over the past 3 years. Special merit will need to be funded by the department or unit but a justification, including funding source, will still need to be returned with the salary worksheet for my approval. Approved salary worksheets will be returned to the department or unit.

Salary worksheets are emailed as an attachment. Vacant lines or pending vacant lines as of July 1, 2014 are not included in the pool and are not noted on the salary worksheets. Note that the worksheet(s) include the FY 2013 base salary as of June 30, 2013 including the 2% COLA effective December 31, 2012. Administrative increments are reflected on the salary worksheets but are not part of the calculation of COLA or merit. A merit pool of 2.00% is reflected at the bottom of the worksheet for faculty and 2.50% for Exempt. Salaries are presented as annualized salaries for faculty and exempt staff. Based on the delayed implementation of both, your budget for FY14 will reflect one-half of the COLA and one-quarter of the merit applied. **Please indicate merit recommendations on the worksheet and return via email to Dan Ramia and Patti Nitowitz, AGNR Administrative Service office no later than COB Monday, May 6, 2013.** Be aware that the President must approve salary increases greater than 15% exclusive of promotions.

Faculty promotion funding will remain the same for FY2014. Assistant to Associate Professor/Agent to Senior Agent will receive $4,000 and Associate to Full Professor/Senior Agent to Principal Agent will receive $7,000. Promotion will be effective July 1, 2013.

Non Exempt Employees:

In addition to the COLA, a 2.50% merit has been made available for non-exempt employees who “meet expectations” under PRD guidelines. The assumption is made that all non-exempt employees in your department/unit will receive this increment unless otherwise advised. Consistent with Board of Regents policy, non-exempt employees may not move beyond the maximum of the assigned salary range. A new non-exempt pay scale is being developed for implementation January 1, 2014 when the COLA goes into effect. Any non-exempt employee over the top of the range after the merit is applied April 1, 2014, will be capped at the top of the salary scale and paid a one-time bonus. Guidelines will be forthcoming.
**Graduate Assistants**

An allocation of COLA will be funded at 3.00% beginning January 1, 2014 and merit at 2.50% effective April 1, 2014. It is recommended that those funds remain on the GA funding lines and not diverted to faculty or exempt staff pools. All Graduate Assistants will receive a mandatory 3.00% COLA on January 1, 2014 and at least a 1.00% mandatory merit adjustment on April 1, 2014. Departments are encouraged to review and set competitive stipends for Graduate Assistants. The Graduate School policies on stipends will be distributed as soon as we receive it. Please forward a copy of all GA stipend tables to the Administrative Services office.

A sample salary letter with appropriate language to be prepared for faculty and Exempt staff regarding their FY2014 annualized salary will be made available on the AGNR Administrative Service office website under Hot Admin Services Topics. Salary letters will not go out until such time all salaries have been approved by the President. My office will let you know when Campus approval has been received. **No salary information is to be given out before notification from the Administrative Services office.**

Please contact Dan Ramia’s office if you have any questions.

Attachments (email)

cc: Dan Ramia