

October 27, 2006

MEMORANDUM

TO: Administrators, Managers, Supervisors, and
College/Division HR Representatives

FROM: Becky Johnson, Vice Provost, Academic Affairs
and International Programs
Jacquelyn Rudolph, Director, Office of Human Resources

SUBJECT: Faculty Salary Increases for FY 2006-07

The university-wide salary increase process for FY 2006-07 encourages colleges and divisions to distribute 4% of their total unclassified annual salary base as merit pay increases to deserving unclassified employees. Vice presidents, vice provosts, and deans may use discretion in recommending less than this amount. However, they are expected to distribute a minimum of 2.0% of their total unclassified annual salary base in merit increases within their college or division. Individual employee merit increases may range from 1% - 8% of an employee's annual salary rate.

Increases will be effective January 1, 2007, for 12-month faculty members and February 1, 2007, for 9-month faculty members.

Expenses associated with this increase process are the responsibility of the recommending unit and are to be covered by the unit's existing budget.

Deans, department heads, and directors are asked to provide information to faculty members in their respective units about the manner in which this increase will be administered.

TIMELINE

On October 27, 2006, salary worksheets will be forwarded to the key representative identified for your college or division. Key representatives will be required to return the worksheets in both electronic format and signed hard copies no later than November 22, 2006, to the Office of Human Resources. Please return your worksheets(s) to your key representative on the date he/she designates for you. Meeting this deadline is critical to ensuring that employees will receive increases in the appropriate pay period.

Upon receipt of the worksheets, OHR and Academic Affairs will review and forward the approved increases to the Payroll Office to activate the salary changes. Providing units sufficient time to make increase determinations and provide appropriate time for review, approval and inputting activities to coincide with the Banner payroll calendar produces the following timeline:

12-month faculty:	Salary increase effective January 1, 2007 Processed in the January, 2007 pay cycle Paid January 31, 2007
9-month faculty:	Salary increase effective February 1, 2007 Processed in the February, 2007 pay cycle Paid February 28, 2007

We ask that you share the timeline information above with your employees to assist us in managing their expectations about if and when they will receive an increase in their paychecks.

ELIGIBILITY CRITERIA APPLICABLE TO ALL INCREASES

- All unclassified employees (academic, research and professional faculty) who have demonstrated sustained performance at a meritorious level will be eligible.
- Graduate assistants are not eligible.
- Employees (including returning retirees) on academic wage appointments are not eligible in this process. Should you wish to provide a merit pay adjustment to these employees, your HR/payroll representative may do so by completing the OSCAR online job change task and submitting it to OHR for review and approval. The same meritorious performance standards apply to these employees.

GUIDELINES APPLICABLE TO ALL SALARY INCREASES

- The annual salary base for each employee listed on the worksheet has been included in a calculation to approximate the total increase dollars targeted for distribution and the minimum amount to be distributed. These amounts reflect 2% and 4% of the combined total annual salary base for the employees as of October 20, 2006.
- A faculty member may receive an increase ranging from 1%-8%. Do not include salary increases above 8% on the worksheets. OHR and Academic Affairs will strictly adhere to the 8% maximum increase amount for this process.
- Salary rates for faculty members who received a promotional increase during the 2005-2006 promotion and tenure review process are included on the worksheets.
- Merit increases are to be based on meritorious performance in relation to the unclassified employee's position description. For those employees receiving a merit increase, a current performance evaluation needs to be on file reflecting meritorious performance.
- Merit increases are not to be allocated across the board. Administrators are asked to be mindful of the distribution of discretionary merit increases between academic, research and professional faculty members.
- Deans, vice presidents, and vice provosts are asked to communicate to their employees the college/division specific procedures and criteria that will be used to arrive at the merit decisions, and to encourage discussions of the process in the departments and units.
- Units/departments are asked to coordinate the increase process with other units/departments when employees have multiple jobs, their Banner Time Sheet Org. and Home Org. are not the same, or the employee is listed on another worksheet grouped by "direct reports" to a senior administrator.
- Expenses associated with the recommended increases are the responsibility of the recommending unit and are to be covered by the unit's existing budget.

INSTRUCTIONS FOR COMMUNICATING INCREASES TO EMPLOYEES

We ask that you not communicate increase recommendations to your employees until you have received approval to do so from OHR, which we anticipate occurring the week of December 11th. Increases are not approved until they have been reviewed and approved by OHR and Academic Affairs. Please communicate increase outcomes to all employees at the same time, including those employees who are not receiving an increase.

INSTRUCTIONS FOR RETURNING THE WORKSHEETS TO OHR IN BOTH ELECTRONIC AND PAPER FORMATS

When the worksheets have been completed, please do the following:

1. Print out a copy of the worksheets and have each page signed by the Dean/VP or Designee for the TS Org or group. All pages must be signed. Send or deliver the signed worksheets to your key representative no later than the date he/she has provided to you.

OHR must also receive your completed worksheets in electronic format for uploading. Please send your worksheets to your key representative via e-mail or a CD.

Should you have questions, contact your key representative or judy.hughes@oregonstate.edu.