

Criteria for One-time 1% Salary Supplement

Effective February 28, 2020, the University will provide a one-time 1% salary supplement as the second phase of the salary increases that were issued on July 1, 2019, and apply the same criteria with the addition of the meritorious performance threshold.

Professional, Faculty and Staff employees

To be eligible for this one time 1% merit salary supplement:

1. Must have been eligible to receive the 1% salary increase at the beginning FY2020 AND met the criteria for *Meritorious* performance at that time.
2. Must have been hired on or before March 1, 2019.
3. Must be an active employee AND in pay status during the pay period the salary supplement is processed, unless on approved FMLA leave.
4. Supervisors should make a distinction in salary supplement levels based upon performance, as long as total salary pool of 1% is not exceeded.
5. To identify faculty who have performed at meritorious levels, colleges should follow their most recently approved salary documents.

Calculation

- For exempt employees (faculty/professional/staff exempt), the salary supplement will be based on the annual salary/hourly rate prior to the FY 2020 increase.
 - For example, if you were earning \$50,000 and received a 1% increase July 1, the one-time salary supplement will be based on your \$50,000 salary and not \$50,500.
- For full-time hourly staff employees, the salary supplement will be determined by the base hourly rate (in effect prior to the FY 2020 increase) multiplied by 2,080 (standard work hours in a year). Shift differentials will be excluded from base hourly rate.
- For part-time hourly staff employees, the salary supplement will be determined by your base hourly rate that was in effect prior to the FY 2020 increase multiplied by 1,040 hours.

Service Employees

To be eligible for this one-time 1% salary supplement:

1. Must have been hired on or before June 30, 2019.
2. Must be an active employee AND in pay status during the pay period the salary supplement is processed, unless on approved FMLA leave.

Calculation:

- The 1% across the board salary supplement will be based on the budgeted base hourly rate as of June 30, 2019.
 - Shift differential will be excluded from base hourly rate.
 - Full time employees' base rate will be determined by their hourly rate as of June 30, 2019, multiplied by 2080
 - Part time employees' base rate will be determined by their hourly rate as of June 30, 2019, multiplied by 1040 hours

Grant funded employee eligibility

Will be reviewed by Sponsored Projects to determine eligibility based on terms of the grant.

- If grant allows for a salary supplement, the grant will fund it.
- If grant does not allow for a salary supplement, the 1% will be supported with central funds.

Frequently Asked Questions

Q1. If I was not eligible for the 1% pay increase on July 1, 2019 due to a promotion, am I eligible for the supplement?

A1. Yes, if your performance was at a meritorious level per the applicable salary plan.

Q2. Will everyone who qualifies receive a 1% supplement?

A2. No. The University is providing a 1% pool, but supervisors should make distinctions based upon performance.

Q3. For staff employees, what evaluation score is needed to qualify?

A3. Staff employees who have a performance evaluation score of 3.5 or greater are eligible for the payment.

Q4. What evaluation score is necessary for professional and faculty to qualify?

A4. Your performance must have been deemed meritorious as defined in your unit's salary plan in order to qualify.

Q5. Is shift differential and overtime included in the calculation for hourly paid employees?

A5. No. The calculation is based upon your base hourly rate and multiplied by the standard work hours in a year. For full-time employees, there are 2080 standard work hours in a year. For half-time employees there are 1040 standard work hours in a year.

Q6. If I received a promotion after July 1st, do I qualify for the payment?

A6. If you meet all the other criteria, yes. However, the payment will be based upon the position you held prior to July 1, 2019.

Q7. How will I know what my payment will be?

A7. University Human Resource Services will send you an email notification regarding your supplemental payment. We anticipate that the email will be sent between February 21, 2020 and February 24, 2020.

Q8. When will the supplement be paid?

A8. It will be included on the payroll issued February 28, 2020.