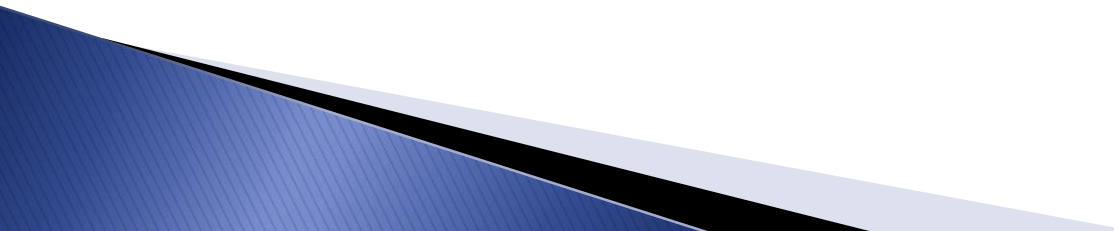


Annual Raises

Business Office
July 2013

General Guidelines

- ▶ Effective September 1, 2013
 - ▶ Performance Based
 - ▶ Raise range of 0% to 5%, with 2.5% average
- 

Salary Increase Guidelines

Performance Rating	Recommended Increase
4.6 - 5.0	<p>Employees receiving this overall performance rating should receive the highest increases and that are in the upper end of the range. Recommended range: 2.5% plus</p> <ul style="list-style-type: none">▪ Employees with this overall performance rating may receive more than 2.5% as long as the department has the appropriate funding for this increase.▪ Increases greater than 5% must be accompanied by a written explanation, and must be approved by the appropriate Senior Division Head; and the Provost (for all academic positions) or the Chancellor.
3.5 - 4.59	<p>Employees with this overall performance rating should receive increases that are in the middle to high end of the range. Recommended range: 2 - 3%</p> <p>.</p>
2.5 - 3.49	<p>Employees with this overall performance rating should receive increases that are in the middle to lower end of the range. Recommended range: 1 - 2%</p>
0 - 2.49	<p>It is recommended that employees with overall performance ratings in this range not receive a salary increase. If you have an employee whose performance is unsatisfactory, please discuss this with a Human Resources Representative.</p> <ul style="list-style-type: none">▪ A recommendation for no increase must be accompanied by a development plan and an established timeframe for follow up.

Eligibility

- ▶ Exempt and Non-Exempt employees with the following exceptions
 - student employees
 - temporary employees
 - probationary employees
 - employees hired during 2013
 - employees who received a promotion during 2013
 - employees who were reclassified during 2013 that included an increase in salary
 - employees who received a market adjust during 2013 (does not include Global Grading increases given)
 - employees on leave other than FMLA or Military Leave.

Raise Sheet Example

Reports To Name	Department	Name	Job Title	Annual Rt	New Salary with Example Percent Raises						Desired Raise Percent	New Salary	Performance Rating
					0.50%	1.00%	1.50%	2.00%	2.50%	3.00%			
Allison, Lindserly	Business Office	Carlisle, Robert	Assistant	\$ 32,500.00	\$ 32,662.50	\$ 32,825.00	\$ 32,987.50	\$ 33,150.00	\$ 33,312.50	\$ 33,475.00	2.0%	\$ 33,150.00	3.00
Allison, Lindserly	Business Office	Houston, Temeka	Coordinator	\$ 40,000.00	\$ 40,200.00	\$ 40,400.00	\$ 40,600.00	\$ 40,800.00	\$ 41,000.00	\$ 41,200.00	2.0%	\$ 40,800.00	3.00
Allison, Lindserly	Business Office	Wooten, Brian	Assistant	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Allison, Lindserly	Curriculum	Lowe, Leo	Professor	\$ 90,000.00	\$ 90,450.00	\$ 90,900.00	\$ 91,350.00	\$ 91,800.00	\$ 92,250.00	\$ 92,700.00	3.0%	\$ 92,700.00	
Allison, Lindserly	Human Resource	Smith, Lawrence	Manager	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Allison, Lindserly	Curriculum	Reed, Antonio	Professor	\$ 85,000.00	\$ 85,425.00	\$ 85,850.00	\$ 86,275.00	\$ 86,700.00	\$ 87,125.00	\$ 87,550.00	2.0%	\$ 86,700.00	
Allison, Lindserly	Business Office	Strong, Lena	Counselor	\$ 42,000.00	\$ 42,210.00	\$ 42,420.00	\$ 42,630.00	\$ 42,840.00	\$ 43,050.00	\$ 43,260.00	4.0%	\$ 43,680.00	
Allison, Lindserly	Business Office	Richard, Adrienne	Dean	\$ 32,000.00	\$ 32,160.00	\$ 32,320.00	\$ 32,480.00	\$ 32,640.00	\$ 32,800.00	\$ 32,960.00	3.0%	\$ 32,960.00	
Allison, Lindserly	Human Resource	Hughes, Dana	Director	\$ 85,000.00	\$ 85,425.00	\$ 85,850.00	\$ 86,275.00	\$ 86,700.00	\$ 87,125.00	\$ 87,550.00	2.0%	\$ 86,700.00	
Allison, Lindserly	Human Resource	Ross, Adriana	Assistant	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Allison, Lindserly	Human Resource	Molina, Pam	Associate	\$ 35,000.00	\$ 35,175.00	\$ 35,350.00	\$ 35,525.00	\$ 35,700.00	\$ 35,875.00	\$ 36,050.00	1.5%	\$ 35,525.00	
Allison, Lindserly	Human Resource	Stewart, Nathan	Associate	\$ 36,500.00	\$ 36,682.50	\$ 36,865.00	\$ 37,047.50	\$ 37,230.00	\$ 37,412.50	\$ 37,595.00	5.0%	\$ 38,325.00	
Allison, Lindserly	Curriculum	Payne, Rebecca	Professor	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Allison, Lindserly	Human Resource	Hooper, Katherine	Assitant	\$ 36,000.00	\$ 36,180.00	\$ 36,360.00	\$ 36,540.00	\$ 36,720.00	\$ 36,900.00	\$ 37,080.00	2.0%	\$ 36,720.00	
Allison, Lindserly	Human Resource	Blake, Patrick	Associate	\$ 38,000.00	\$ 38,190.00	\$ 38,380.00	\$ 38,570.00	\$ 38,760.00	\$ 38,950.00	\$ 39,140.00	2.0%	\$ 38,760.00	
				\$ 552,000.00							2.5%	\$ 566,020.00	
Hired Sept 1, 2012 – Feb 28, 2013													
Hired March 1, 2013 – Now													
Global Grading Scale Pay Raise Sept 1, 2012 – Now													
Market Pay Raise Sept 1, 2012 – Now													
Terminating Prior to September 1, 2013													

Process

- ▶ Supervisors will receive email from Business Office with Raise Sheet and Guidelines
- ▶ Complete Raise Sheet and email to Department Head
- ▶ Department Head will review, approve, and return to Business Office by **Wednesday, July 24.**

Any Questions?