Salary Adjustment Guidelines 2012-2013

All regular employees whose performance is satisfactory shall be given a salary adjustment.

Options for salary adjustments:

- **Performance/Merit**
  
  Requires *documented* sustained record of meritorious performance*

- **Market**
  
  Requires *documented* record of satisfactory performance*
  
  Requires salaries to be below recognized market for the position
  
  (Broadbanded staff = based on market provided by Office of Human Resources/Payroll)

Employees Not Eligible for a salary adjustment:

- Probationary broadbanded staff
- Employees whose documented performance levels are not satisfactory
- Temporary/non-benefitted employees

*General Guidelines for salary adjustments

In all cases, salary adjustment recommendations must be based on an established responsibility or performance review with current performance information available to support the recommendation. Documentation shall be available for review upon request. Responsibility Review is required for Broadbanded staff.

- Adjustments MUST be documented and the documentation should be available for review upon request.
- A 3% increase, as calculated by the University System Office, will be funded on filled positions only, no pools.
- Salary adjustments 9% or greater need written documentation and prior approval by the Dean/Dept Head as well as the respective division Vice President and/or Provost and the President.