

To: Vice Presidents, Vice Provosts, Deans and Directors
From: Scott Coltrane, Senior Vice President and Provost
Re: FY16 Salary Increases for Faculty and Officers of Administration
Date: October 16, 2015

It is critical that the University of Oregon provide regular adjustments to salaries in order to recruit and retain the highest quality faculty and staff. The UO was able to provide both an across-the-board and merit increase pool for all faculty and officers of administration (OA) in FY15. In FY16, we will be providing additional increases to faculty and OAs.

First, I'm pleased to report that all faculty and eligible OA's employed in the month of November will receive a one-time payment of \$650 per person (pro-rated by their November 2015 FTE) that will be paid out in the end-of-November paycheck. Additional compensation increases beyond the one-time payment will be handled separately for faculty and OA employee groups.

The compensation programs detailed below only pertain to faculty and OA employees. Salary increases for other employees groups, such as classified staff and GTFs, will be implemented according to their respective collective bargaining agreements and are not addressed in this memo.

Faculty Compensation Increases

In addition to the \$650 one-time payment in November, all faculty with an appointment in FY 16 will receive a 2.0% across-the-board increase to their base salary, effective January 1, 2016.

Officer of Administration Compensation Increases

In addition to the \$650 one-time payment in November, all eligible OAs will be reviewed and considered for a merit increase effective January 1, 2016. The merit pool available is equal to 2.0% of the salary for all eligible OAs.

- Employees ineligible to receive either of these compensation increases include:
 - Employees on F contracts (unless extenuating circumstances are present as determined by the Vice President / Senior Vice Provost)
 - Coaches on multi-year custom contracts (unless extenuating circumstances are present as determined by the Senior Vice President)
- All OAs who meet the eligibility requirements must be considered for merit increases and cannot excuse themselves from this process.

There are two steps in the process for determining the allocation of each 2.0% merit pool:

- (1) A current performance evaluation must be completed and recorded with HR (within the past 12 months) for all individuals covered by the pool. Performance reviews can be recorded with HR on the following website:
<https://hr.uoregon.edu/oa/oa-performance-management-overview/oa-performance-review-submission/>
- (2) The merit pool should be allocated among all eligible individuals whose performance warrants a merit increase

Guidelines for FY16 Officer of Administration Merit Process

Performance evaluations must be completed for all OAs. Each department or school/college must forward written criteria that they will use to evaluate merit for OAs to their vice president or to the senior vice provost by November 1, 2015. Only those individuals who meet or exceed expectations will be eligible for merit. Internal salary equity may be factored into the amount of a merit increase, but is not an independent basis for a salary increase.

Any individual salary increase that is greater than 10% of base salary is subject to provost approval. Any proposed FY16 increase above 10% must be supported with a brief narrative justification based on unit or division criteria.

Working Timeline for FY16 Officer of Administration Merit Process

- October 15 - November 1: Departments and schools/colleges forward written criteria to their vice president or senior vice provost regarding criteria to be used to evaluate merit
- November 1: Salary increase information made available to departments
- November 1 – November 30: Departments review and input merit increase proposals
- December 1– December 8: Dean review and approval (for academic units)
- December 8 – December 14: Vice President / Senior Vice Provost review and approval
- December 15– December 18: HR/BRP prep and send file to payroll
- January 2– January 8: Payroll / IS upload new rates
- End of January paycheck: includes merit increase

FLSA Issues

This pay increase process is not intended to address issues that may arise from changes to FLSA regulations. Any such issues will be addressed in a separate process later in the year.