

Bargaining Unit Faculty Retroactive Salary Increases July 2013

There are two components to the salary increase that will be effective retroactive to July 1, 2013 – an Across the Board and a Merit Increase:

- **Across the Board** – All bargaining unit faculty who were employed on or before December 31, 2012 will receive a 1.5% Across the Board increase, effective July 1, 2013. Bargaining unit faculty who began employment on or before June 30, 2012 have received a 1.5% across the board, retroactively effective as of January 1, 2013. The current annual rate set forth in the salary increase application for each bargaining unit faculty member already reflects the January 1st Across the Board if they were eligible. The amount of the July 1, 2013 Across the Board will be separately displayed in the salary increase application for your information.
- **Merit Increase** – All bargaining unit faculty who were employed on or before December 31, 2012 are eligible for merit increases, effective July 1, 2013. Each school/college or vice president's area has a 2% pool of the sum of the annual salaries for its **eligible tenure related faculty** and 2% pool of the sum of the annual salaries for its **eligible non-tenure related faculty** to allocate as merit increases.. Units will make recommended allocations of these pools to eligible employees, by faculty category. These recommendations will need to be approved by the Dean and Provost. You will enter these merit increases in the online application – the instructions as to how to do so are set forth below. Please refer to communications from the Senior Vice President and Provost and your dean's office regarding the evaluation materials that must be submitted in connection with your merit increases. **PLEASE NOTE:** All teaching award stipends must get the same percent merit increase that the faculty member's regular position does.

Eligibility Criteria: To be eligible for the July 2013 salary increases the faculty member had to be employed on or before December 31, 2012. **Please be sure to notify Sonia Potter if you have any changing eligibility** so that we can make sure you have an accurate merit pool.

Deadlines:

December 11th: **Department, Center or Institute deadline** – departments can update the database until this date. After this date; departments can review, but not change the data in the application. Departments should print an approval form which is signed and sent to an approving authority.

December 18th: **Dean/VP's approval deadline** – between the department deadline and this deadline, the dean's office can edit the data for any unit in their college. After this deadline, the Dean's office can review, but not change the data in the application.

December 19th: **UPS deadline** – After this date, only UPS can make changes to the data.

The application will be available for viewing to departments, colleges, centers and institutes through December 19, 2013 until 5pm. Please contact Sonia Potter with any questions after this deadline.

Salary Increase Application Instructions

1. Navigate to the web salary increase application hosted and developed by CAS and located at <https://casweb.uoregon.edu/Secure/SalaryIncrease201307UA/Login.aspx>
2. Log in using your Duck ID and password.
NOTE: You will be automatically shut out of the website after 20 minutes of inactivity.
3. Select your School, College, Department or Program.

Salary Increases for Represented Faculty July 2013 Parameter Selection

Click here to read the **Instructions**

☒ NTTF Increases
☐ TTF Increases
☐ Create Document for Department Head or Director Signature
☐ Create Excel Workbook

Department

4. Select either "NTTF Increases," or "TTF increases". Click Go.

Department Name

Total Annual Salary	Merit Allocation	Merit Increase Used	Merit Available Balance
217,064	4,341	0	4,341

Name	Position	Title	Is Eligible	Appt Pct	Current Annual Rate	Across the Board Amount	Subtotal	Merit Percent	Merit Amount	Intermediate Annual Rate	Post-July Increase Amount	Final Annual Rate
Bear, Yogi	BUOFF2 01	Adjunct Research Associate		10.00	50,000	0	50,000	0.00	0	50,000	0	50,000
Duck, Daisy	BUOFF9 00	Instructor	X	100.00	44,000	660	44,660	0.00	0	44,660	0	44,660
Duck, Donald	BUOTRP 00	Professor Emeritus	X	98.44	154,165	2,312	156,477	0.00	0	156,477	0	156,477
Mouse, Mickey	BUOFF9 00	Adjunct Instructor	X	33.00	64,557	968	65,525	0.00	0	65,525	0	65,525

5. Employees who are eligible to receive a Merit Increase are indicated with an "X" in the "Is Eligible" column.
6. In the box at the top of the page, "Total Annual Salary" is equal to the sum of the current annual rates prorated by the employee's appointment percent for all of your **eligible** employees in the faculty category selected. You may distribute up to the "Merit Allocation" amount to these eligible employees. The merit allocation amount is equal to 2% of the sum of the total annual salary.

7. You may choose to enter the employee's merit increase either as a percentage of their Current Annual Rate OR as a specific dollar amount. To give an employee a 1.25% merit increase, enter 1.25 in the "Merit Percent" column. The "Merit Amount" will then be calculated for you. If you choose to enter a dollar amount for the merit increase in the "Merit Amount" column, the "Merit Percent" will be calculated for you.
- You do not have to give every eligible employee a merit increase, and you may give individual increases in excess of 2%, so long as the sum of all of your merit increases does not exceed the amount of your "Merit Allocation". Any proposed increase above 10% (including the 1.5% Across the Board) must be supported with a brief narrative justification based on your Department, Program, Center or Institute criteria. Such increases will need to be individually approved by the Provost.
8. As you enter your merit increases, the "Merit Increase Used" will keep a running total of the amount of the 2% pool you have used, and the "Merit Available Balance" will display the amount of the pool that remains to be allocated.

If the "Merit Available Balance" becomes a red number in parentheses, you will have exceeded your 2% allocation. You will need to adjust your increase awards until the "Merit Available Balance" is zero unless you have been directed to do otherwise by your dean or vice president. Each Dean and Vice President has to balance to their overall 2% pool.

Department Name

Total Annual Salary	Merit Allocation	Merit Increase Used	Merit Available Balance
217,064	4,341	2,692	1,649

Calculate

Position	Title	Is Eligible	Appt Pct	Current Annual Rate	Across the Board Amount	Subtotal	Merit Percent	Merit Amount	Intermediate Annual Rate	Post-July Increase Amount	Final Annual Rate
BUOFF2 01	Adjunct Research Associate		10.00	50,000	0	50,000	0.00	0	50,000	0	50,000
BUOFF9 00	Instructor	X	100.00	44,000	660	44,660	5	2,200	46,860	0	46,860
BUOTRP 00	Professor Emeritus	X	98.44	154,165	2,312	156,477	0.3	500	156,977	0	156,977
BUOFF9 00	Adjunct Instructor	X	33.00	64,557	968	65,525	0.00	0	65,525	0	65,525

9. When you have finished entering your merit increase percentages/amounts for all eligible employees, click "Submit" at the bottom of the page.

Duck, Donald	BUOFF9 01	Instructor	X	30.00	42,000	630	42,630	0.00	0	42,630	0	42,630
Mouse, Mickey	BUOFF9 01	Instructor	X	60.00	42,000	630	42,630	0.00	0	42,630	0	42,630

Return to the Salary Increase home page

Submit

10. If you have exceeded your 2% allocation the message “You have exceeded the 2% allocation. You may be asked by your dean to lower some increase amounts” will be displayed. If you have not been preauthorized to allocate more than your 2% pool, please make the necessary adjustments to your merit increase percentages/amounts and click “Submit” again. You can access the application and make changes on the increases up until your deadline listed in the deadlines above.
11. Click on “Return to the Salary Increase home page” and repeat this process for each employee group in your Department, Program, Center or Institute.
12. Once you have entered and submitted merit increases for all of your employee groups, select the “Create Document for Department Head or Director Signature”, hit the go button and the create word document button, view and print your file, obtain the Department, Program, Center or Institute Head’s signature on the document indicating her/his approval of the increases, and submit the signed document to your dean or vice president’s office.
13. Deans and Vice Presidents or their designees will have from December 11 to December 18 to review the web application for information regarding proposed merit salary increases for employees in the departments and units under their supervision. Following completion of this review, the Deans and Vice Presidents will send an email to Sonia Potter (soniap@uoregon.edu) in Unclassified Personnel Services indicating that the increases have been reviewed and are approved as represented in the web application at the time the email is sent and that no additional changes will be made to the information in the web application by the Deans or Vice Presidents. Once this confirmation is submitted to Unclassified Personnel Services, the information from the web application will be forwarded to Academic Affairs for review and approval, and Deans and Vice Presidents must not make any additional changes to the information.