



DATE: June 15, 2016

TO: Shane Burgess, Vice President, Agriculture - Life and Veterinary Sciences / Cooperative Extension, Dean, College of Agriculture and Life Sciences
Interim Dean, School of Veterinary Medicine, and
Director, Experiment Station, College of Agriculture and Life Sciences

FROM: Andrew C. Comrie, Senior Vice President for Academic Affairs and Provost 

COPY: Gregg Goldman, Senior Vice President for Business Affairs and Chief Financial Officer
Kathy Whisman, Associate Vice President and Chief Budget Officer, Budget Office
Marilyn Taylor, Sr. Asst. Vice President Finance and Admin, Office of the Provost
Jeffrey Ratje, Associate Dean, Finance and Administration, College of Agriculture and Life Sciences

SUBJECT: FY16-17 Compensation Investment Program Parameters

Last month we announced a compensation investment program that will raise annual salaries for all benefits-eligible faculty, classified staff, and appointed professionals, and also elevate stipend levels for our graduate assistants and associates. We noted our commitment to increasing the competitiveness of our compensation and stressed the importance of recognizing the contributions of those who support the University's success.

This memo provides parameters for making salary and stipend adjustments, responses to questions that are likely to arise, and the names of individuals who may help you with additional questions.

EMPLOYEE INCREASES: FACULTY, CLASSIFIED STAFF, AND APPOINTED PROFESSIONALS

Salary increases for faculty, classified staff, and appointed professionals will be funded from a combination of all funds sources within your unit. Clinical faculty in the Colleges of Medicine (Tucson and Phoenix) will participate in the incentive-based program through their affiliation with Banner and be excluded from the total listed below. Within your unit, you will be expected to allocate total increase amounts as listed below:

| CALS | Faculty | Classified Staff & Appointed | Graduate Assistant/Associate Stipend Levels |
|----------------------------|-----------|------------------------------|---|
| Allocated Funds | \$639,967 | \$368,157 | \$21,288 |
| Non-allocated Funds | \$110,990 | \$366,150 | \$43,657 |
| Total Target Amount | \$750,957 | \$734,307 | \$64,945 |



| Cooperative Extension | Faculty | Classified Staff & Appointed | Graduate Assistant/Associate Stipend Levels |
|----------------------------|-----------|------------------------------|---|
| Allocated Funds | \$178,396 | \$131,966 | \$0 |
| Non-allocated Funds | \$20,144 | \$194,895 | \$890 |
| Total Target Amount | \$198,540 | \$326,891 | \$890 |

All benefits-eligible faculty, classified staff, and appointed employees with hire dates on or before May 13, 2016 who are meeting performance expectations will receive a \$500 increase to their base pay. Individuals with documented performance concerns will not be eligible for a salary increase. The \$500 increase will be pro-rated for those with less than a 1.0 FTE.

In addition, units will be asked to provide their dean, vice president, or senior vice president with a proposal for allocating salary increases above the \$500 amount, based on merit, market, and/or equity for employees with a hire date as of January 1, 2016. Salary increases made since January 1, 2016 may count toward the minimum allocation target. However, all benefits eligible employees as of May 13, 2016 with positive performance must receive at least \$500 regardless of past allocations. You are responsible for reviewing merit increases that are less than \$500 or more than \$10,000. All pay adjustments for your direct reports, regardless of the amount, will need “one-up” approval by my office.

Once your proposal has been approved, salary increases must be submitted and completely approved through UAccess Manager Self Service by August 22, 2016. Increases will be effective September 12, 2016 and appear in employees’ September 30, 2016 pay checks. Salary increases submitted after August 22nd will delay pay change effective dates. Retroactive increases will not be permitted.

Please use the worksheets in Analytics at *Analytics > Employee > Compensation > Salary Adjustment Tool* for submitting the proposals. Additional information related to salary increases is attached in the Frequently Asked Questions.

GRADUATE ASSISTANT AND ASSOCIATE STIPEND INCREASE

Units that use the services of Graduate Assistants and Associates (GAs) will be expected to provide a plan to increase stipends for all GA positions. The plan should also include a minimum base level for GA stipends within the unit. We suggest that the minimum base be the current weighted average of stipend rates in the college or administrative unit. Multiple base levels may be appropriate in some circumstances (e.g. where professional master’s degrees and doctoral track students have very different peer market stipend rates).

Units that have already adjusted stipends for Fall 2016 in a manner consistent with this memo do not need to do a second adjustment.

Stipends paid on external funds (e.g., grants and contracts), have a grace period of one year to adjust to the increases outlined in this memo.

Increases for both fiscal and academic GAs will be effective August 15, 2016 and may supersede previous agreements. Departments and/or colleges will need to submit and approve MSS Job Change requests to both reappoint the GA's and increase their stipends by Friday, July 29, 2016. MSS notice of appointments (NOA's) reflecting the new levels will be generated by departments and/or colleges.

Guidelines for graduate assistant and associate stipend level approval process is included in an additional attachment.

APPROVAL PROCESS

- Deans or Non-Academic Unit Heads:
 - Prepare a single report that incorporates chair and unit head recommendations for faculty, staff, and appointed professional increases.
 - Document increase recommendations, including merit (at least \$500), market, or equity amounts on the UAccess Analytics spreadsheet.
 - By July 18, 2016 submit to Helena Rodrigues in Human Resources, an *increase packet* using the spreadsheets provided in Analytics including a short narrative describing the overall increase strategy and philosophy. Justification must be provided for each increase over \$10,000 and for merit less than \$500.
- HR reviews the *increase packets* and provides feedback on recommendations to senior vice presidents.
- Provost's Office staff verifies 100% utilization of Merit allocation. Please make sure to include a list of salary increases that have already been distributed since January 1, 2016 in order for us to account for the entire merit allocation.
- Senior Vice Presidents review Human Resources recommendations and contact Deans and Non-Academic Unit Heads if there are questions or concerns by July 29, 2016.
- The Provost and Senior Vice President for Business Affairs jointly review all increases over \$10,000 before issuing final approval.
- Senior Vice Presidents will contact the Deans and Non-Academic Unit Heads once the pay increases have been approved.

CONTACT INFORMATION

Salary Increase Target Amounts and/or Budget Changes:

Garth Perry (Budget Office) at perryg@email.arizona.edu or 520-621-0075.

Manager Self Service Job Data requests:

PRis Cantu (Systems Control) at pcantu@email.arizona.edu or 520-621-7722.

Other aspects of FY 2016 Salary Increase Program:

Marilyn Taylor (Office of the Provost) at taylorm@email.arizona.edu or 520-621-3876.

ACC/mt
enclosures