

Human Resources and Payroll

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MEMORANDUM

TO: All University Employees

FROM: Linda Harber, Associate Vice President, Human Resources

SUBJECT: Performance Appraisals and Compensation

DATE: September 12, 2006

The Governor and General Assembly have approved pay increases effective in the paycheck of December 15, 2006 (pay period of November 25, 2006 through December 9, 2006). All raises are contingent upon satisfactory performance evaluations. In addition, the Classified Salary Structure will be changed effective November 25, 2006.

Pay Increases

Instructional Faculty:

The State approved an overall faculty salary average increase by 4.06%. The University has supplemented that amount for faculty. The University budget includes funding to increase the overall faculty salary average by 5.5%. As a result of this action, units now will be allocated 5.0% to address faculty salary increases while the academic administration will have 0.5% to address specific needs. For research faculty salary increases, principal investigators may propose up to 5.5% assuming the sponsored activity permits the salary increase and can financially support it. The Provost and Senior Vice President will be sending a memorandum with instructions regarding the process.

Administrative/Professional Faculty: The State approved an overall administrative/professional faculty salary average increase of 3.29%. The University has supplemented that amount. As a result of this action, the University budget includes funding to increase the overall administrative/professional faculty salary average by 4.15% for employees hired by September 1, 2006. In addition, as has been the case in the past few years, the budget includes supplemental funding to address retention, salary equity and performance. The Provost and Senior Vice President will be sending a memorandum with instructions regarding the process.

Classified Employees:

All classified employees, including probationary employees hired between October 25, 2005 and July 24, 2006, who receive a performance evaluation rating of "Fair Performer" or better on their 2006 Performance Evaluation will receive a salary increase of 4.0%. This pay increase will be implemented centrally and no further action is required of supervisors. In addition, as has been the case in the past few years, the University budget includes supplemental funding to address some issues of retention, salary equity and performance. Units will receive further information and instructions on the use of these limited University budget dollars.

Student and Non-Student Wage Employees: Non-student wage, student wage and college work study employees employed before May 25, 2006 and funded by Educational and General and Auxiliary Enterprise funds will receive a 4.0% increase effective November 26, 2006. The new rate will appear in the paycheck of December 22, 2006. This pay increase will be implemented centrally and no further action is required of supervisors. Should your unit decide they do not wish to implement these increases, please contact Ilse Riddick (iriddick@gmu.edu) as soon as possible. To implement a pay increase for wage positions funded by other sources, please submit an Electronic Approval.

Graduate Teaching/Research Assistants: The University has supplemented the State increase of 3.29% so that graduate teaching and research assistants employed for Spring Semester 2007 may be eligible to receive a 4.0% increase effective January 10, 2007. Departments will receive further instructions later this year.

Part-time Faculty: The University has supplemented the State increase of 3.29% for part-time faculty. The Salary Matrix for Spring Semester 2007 will be adjusted to reflect a 4.0% pay increase.

Performance Appraisals

Administrative/Professional Faculty: Performance appraisals for the period of July 1, 2005 through June 30, 2006, are due in Human Resources and Payroll on October 2, 2006. The appraisal form is available on the Human Resources and Payroll website at hr.gmu.edu under "Forms".

Classified Employees: Classified evaluations for the period October 25, 2005 through October 24, 2006 are due in Human Resources and Payroll on October 24, 2006. Rating definitions, evaluation and self-assessment forms can be found on the Human Resources and Payroll website at hr.gmu.edu.

Supervisors considering unsatisfactory ratings or needing assistance should call Pat Donini at 3-4185 or Dan Taggart at 3-1275.

Classified Salary Structure

The University increased the minimum hiring ranges for pay band 1, 2 and 3 for the third time this past July 2006. Effective November 25, 2006 all classified pay ranges will be increased by 4%, including pay band 1, 2, and 3. A chart is posted on our website at hr.gmu.edu/class-n-comp.

Frequently asked questions will be posted on the Human Resource website at hr.gmu.edu. Additional questions concerning performance evaluations, pay increases or the new salary ranges should be directed to the Human Resources Customer Service Center at 3-2600.