

**Subject:** Instant HR/Payroll: Evaluations Due This Wednesday / Mason State Salary Increase  
**Date:** Monday, June 12, 2017 at 1:19:25 PM Eastern Daylight Time  
**From:** Wendi C Carroll (sent by Human Resources & Payroll List <HR-PAYROLL-L@listserv.gmu.edu>)  
**To:** HR-PAYROLL-L@listserv.gmu.edu  
**Priority:** High

**Evaluations Due In 2 Days! (Wednesday, June 14<sup>th</sup>, 2017)**

This is an urgent reminder regarding all Mason administrative & professional faculty and classified staff that individual performance evaluations are due to Matt Kilday or Sharon Thomas in the HR/Payroll office by close of business this Wednesday, June 14<sup>th</sup>. Deans need to email Linda Harber verifying satisfactory evaluations for all instructional faculty, research faculty, and post docs; listing names for anyone with an unsatisfactory evaluation.

*No extensions or exceptions can be granted. Although there may have been flexibility in the past, this deadline has been dictated by the state. It is not set by Mason. Therefore, anyone without an evaluation in HR/Payroll by this Wednesday at close of business, **will not be eligible for the 3% VA state increase.***

If a supervisor is not able to complete an evaluation for their employee, evaluations may be done by the reviewer. The reviewer is the supervisor's supervisor.

Please contact Sharon Thomas at 3-2662 or [stomasr@gmu.edu](mailto:stomasr@gmu.edu) with questions.

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**From:** Human Resources & Payroll List [<mailto:HR-PAYROLL-L@listserv.gmu.edu>] **On Behalf Of** Janet P Walker  
**Sent:** Tuesday, May 16, 2017 5:06 PM  
**To:** [HR-PAYROLL-L@listserv.gmu.edu](mailto:HR-PAYROLL-L@listserv.gmu.edu)  
**Subject:** Instant HR/Payroll: Mason State Salary Increase

**Mason State Salary Increase**

As a follow up to Dr. Cabrera's email to faculty and staff, the details regarding the upcoming 3% salary increase can be found on the HR & Payroll website at the [2017 Increase Memo from Linda H. Harber](#) and [FAQs](#). We've also copied Linda's memorandum below for easy access. As an HR liaison, you do not need to take any action, but we wanted to share the good news with you. Please contact [workplan@gmu.edu](mailto:workplan@gmu.edu) if you have any questions.

**MEMORANDUM**

**To:** President's Council  
**From:** Linda H. Harber, VP Human Resources, Payroll and Faculty/Staff Life  
**Subject:** 2017 Commonwealth Performance Increases  
**Date:** May 16, 2017

Last week, the Board of Visitors approved our budget for the 2017-18 academic year, and I am pleased to share that the budget includes a 3 percent salary increase for full-time faculty and staff.

What follows is a general outline of how raises will be administered at Mason. The salary increases will be processed according to Commonwealth's Department of Human Resource Management (DHRM) guidelines. FAQs are available at [hr.gmu.edu](http://hr.gmu.edu).

## **Salary Increase**

### *Instructional/Research and Administrative/Professional Faculty*

- All eligible faculty with satisfactory evaluations will receive a flat 3% increase on their base pay
- No increases on benefited stipends
- For 12-month semi-monthly faculty, the effective date will be July 10, 2017 (paid August 1)
- For 12-month bi-weekly faculty, the effective date will be July 10, 2017 (paid July 28)
- For 9-month semi-monthly faculty, the effective date will be August 25, 2017 (paid September 15)
- The eligibility date for new hires is April 10, 2017. Anyone hired or rehired after April 10, 2017 will not be eligible for the increase.
- Promotion and tenure raises will be applied as follows:
  - For 12-month faculty, the order of the increases are:
    - P&T first (effective June 25, 2017),
    - 3% VA State increase next (effective July 10, 2017),
    - Minimum Salary by Rank last (effective July 10, 2017)
  - For 9-month faculty, the order of the increases are:
    - P&T first (effective August 25, 2017),
    - 3% VA State increase next (effective August 25, 2017),
    - Minimum Salary by Rank last (effective August 25, 2017)
- 12-month faculty will be able to see their new salary in Patriot Web on July 10, 2017
- 9-month faculty will be able to see their new salary in Patriot Web on August 25, 2017
- As this is a general increase authorized by the Commonwealth of Virginia, the increase applies to all employees regardless of the funding source

### *Classified Staff*

- All eligible classified staff with satisfactory evaluations will receive a 3% increase
- For semi-monthly classified employees, the effective date will be July 10, 2017 (paid August 1)
- For bi-weekly classified employees, the effective date will July 10, 2017 (paid July 28)
- The eligibility date for new hires is April 10, 2017. Anyone hired or rehired after April 10, 2017 will not be eligible for the increase.
- Classified employees will be able to see their new salary in Patriot Web on July 10, 2017.
- On September 10<sup>th</sup>, there will be an additional 2% increase for high-turnover job roles, as determined by DHRM,
  - The eligibility date for new hires is June 10, 2017. Anyone hired or rehired after June 10, 2017 will not be eligible for the high-turn-over increase.
  - The Classified roles eligible for the DHRM determined high-turn-over increase are:
    - Direct Services Associate 1
    - Housekeeping & Apparel Worker 1
    - Registered Nurse 1
  - Eligible classified employees will be able to see their new salary in Patriot Web on September 10, 2017
- The minimum of each pay band will increase by 3%, the maximum will increase by 3% plus \$6,793.00.
- As this is a general increase authorized by the Commonwealth of Virginia, the increase applies to all employees regardless of the funding source.

### *Adjunct Faculty*

- Adjunct matrices will be increased by 3% effective August 25, 2017 and department budgets will be increased accordingly.
- The fall 2017 Adjunct Matrix will be posted on the Provost Office website at <http://provost.gmu.edu/faculty-appointments/adjunct-faculty-appointments/>
- All adjunct faculty will continue to receive a 50% discount on select parking lot permits for fall 2017.

#### *Graduate Assistants*

- Graduate Assistant matrices will be increased by 3% effective August 25, 2017 and department budgets will be increased accordingly.
- The fall 2017 Graduate Assistant Matrix will be posted on the Provost Office website at <http://provost.gmu.edu/graduate-student-appointments/>

#### *Student and Non-Student Wage*

- Departments will receive a 3% increase in their student/non-student wages budget pool
- The *optional increase* for non-student wage employees may be submitted via EPAF with an effective date no earlier than July 23, 2017.
- The eligibility hire date for non-student wage employees will be on or before April 10, 2017
- All non-student wage employees will continue to receive a 50% discount on select parking lot permits for fall 2017.

#### **Evaluations**

Accrediting standards set by the Southern Association of Colleges and Schools' Commission on Colleges (SACS-COC) require that universities regularly conduct evaluations of both faculty and staff. While the regulations do not specify precisely how such evaluations must be conducted, the university must always be able to prove that they occurred. Normally, a written performance evaluation would fulfill the documentation requirement. However, if the evaluation is conducted orally, then the dean or director of the academic unit is responsible for ensuring that sufficient alternative documentation is maintained. Questions about documentation may be directed to Claudia Rector, Assistant Provost for Academic Affairs, at [crector@gmu.edu](mailto:crector@gmu.edu).

This salary increase is based on performance and requires faculty and staff to have a recent performance evaluation. Generally, administrative and professional faculty and classified staff evaluation would have been completed in October, 2016. An evaluation will need to be completed for:

- Any administrative and professional faculty and classified staff who do not have a 2016-2017 evaluation on file
- Employees hired or rehired after July 25, 2016

Supervisors considering unsatisfactory ratings or needing assistance should call the Employee Relations team at 3-3878. Frequently asked questions will be posted on the Human Resource & Payroll website at <http://hr.gmu.edu>. Additional questions concerning the performance evaluation process should be directed to the Workforce Planning Team at [workplan@gmu.edu](mailto:workplan@gmu.edu).

#### **Important Implementation Dates**

- **For Instructional/Research Faculty - Deans, please send me an email by June 14, 2017**, verifying satisfactory evaluations for instructional and research faculty and listing any unsatisfactory evaluations.

- **The blackout period for all salary actions is Wednesday June 14, 2017 through Monday July 24, 2017.**
  - No salary changes with 7/10/17 or 7/9/17 effective dates will be accepted, except for competitive promotions, contractual increases and other pre-approved special circumstances.
  - Paperwork with 6/25/17 effective dates must be received in HR/Payroll, with all approvals, no later than **June 14, 2017**
  - All 12-month P&T promotions with 6/25/17 effective dates must be received in HR/Payroll no later than **June 14, 2017**
  - All 9-month P&T promotions with 8/25/17 effective dates must be received in HR/Payroll no later than **June 14, 2017**
  - This should have little impact on the [Quarterly Review Process](#). Please contact [workplan@gmu.edu](mailto:workplan@gmu.edu) with questions.
- Classified and administrative and professional faculty evaluations are due in HR/Payroll no later than **June 14, 2017**

Best wishes for the end of the semester and thanks for all you do!