State Employee Pay Increase, Part 2
As a follow up to our previous note, we wanted to share the May 28, 2013 Annual Compensation and Performance Evaluation Memo (below). The information is still current and reflects the process Mason will use for the faculty/staff increase. Please share this email with your faculty and staff to ensure that they have easy access to the information.

As always, many thanks for your help in getting the word out.

MEMORANDUM

TO: Faculty and Staff
FROM: Linda Harber, Associate Vice President, Human Resources and Payroll
SUBJECT: Fiscal Year 2014 Compensation
DATE: May 28, 2013

2013 Performance Increases


The increases will be processed according to the following Commonwealth’s Department of Human Resource Management guidelines. Frequently asked questions including implementation details will be posted on the Human Resources and Payroll website.

Eligible
- Salaried full- and part-time employees, regardless of funding source.
  - Salaried employees are instructional/research faculty, post-doctoral fellows, administrative/ professional faculty, and classified staff.
- Were employed on or before April 24, 2013 and remain continuously employed through July 25, 2013.
- Instructional/research faculty, administrative/professional faculty, and classified employees must have a satisfactory 2012 or 2013 performance evaluation.

Not Eligible
- Faculty and staff hired April 25, 2013 or later.
- Instructional, research, administrative and professional faculty and classified employees with unsatisfactory performance evaluations.
Details of the increase
Instructional/Research and Administrative/Professional Faculty

- A one percent increase will be generally given based on a satisfactory performance evaluation.
- Units will receive a pool equal to three percent of their faculty assigned salary. The Vice President/Dean/Director can allocate increases from one percent to six percent based on performance. There must be written justification and pre-approval for an increase greater than six percent.
- There will be a maximum one percent base salary increase for any faculty making over $200,000 (unless there is a special justification approved by the Provost and the review committee).
- For 12-month faculty, the effective date will be July 25, 2013 (paid August 16) and for 9-month faculty, the effective date will be August 25, 2013 (paid September 16).

Classified Staff

- Effective July 25, 2013 (paid August 16), classified staff hired April 24, 2013 or earlier, are eligible to receive a two percent performance-based increase.
- Full-time classified staff with five or more years of continuous service (hired prior to July 25, 2008) are eligible to receive a $65 compression increase for each completed year of continuous service up to 30 years (a maximum of $1,950).
- Part-time classified staff with five or more years of continuous service (hired prior to July 25, 2008) are eligible to receive a prorated compression increase based on their percent of work time.
- The two percent increase will be calculated first, followed by the compression increase.
- Continuous service will be calculated as of July 25, 2013 and the compression increase will be based on completed years.
- Further details and examples will be included in the frequently asked questions posted on the Human Resources and Payroll website at http://hr.gmu.edu.
- The minimum of each classified pay band will increase by two percent and the maximum will increase by seven percent plus $1,950. The new pay bands are listed below.
- Our plans include giving classified staff the ability to verify their years of continuous service through http://mymasonhr.gmu.edu. Human Resources and Payroll will send more details when the information becomes available.

Adjunct Faculty

- Adjunct matrices will be increased by three percent effective August 25, 2013 and department budgets will be increased accordingly.
- The fall 2013 Adjunct Matrix is posted on the Provost Office website at http://provost.gmu.edu/faculty-appointments/adjunct-faculty-appointments/

Student and Non-Student Wage

- Departments will receive a two percent increase in their wage pool.
Increases may be submitted via EPAF with an effective date no earlier than July 25, 2013.

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.

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 who received the 2012 bonus will have a satisfactory 2012 performance evaluation on file and need not be evaluated again until fall 2013. An evaluation will need to be completed for:

- Employees hired April 1, 2012 or later.
- Instructional/research faculty will need informal early performance evaluations. They will be able to provide an addendum for the final quarter of the cycle in early fall to complete the process.

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 Compensation Team at compteam@gmu.edu.

### New Classified Pay Band Ranges:

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<tr>
<th>Pay Band</th>
<th>Effective July 25, 2013</th>
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<td>Minimum</td>
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