

July 2017 Salary Increase Frequently Asked Questions

A. General Questions

1. What is the effective date of the raise?
 - Eligible 12-month (paid semi-monthly and bi-weekly) faculty and staff will receive their increase in the pay period starting July 10, 2017. SM paid on August 1, 2017, BW paid on July 28, 2017. Eligible 9-month faculty will receive the increase in the pay period starting August 25, 2017 and paid on September 15, 2017.

2. How will I know what my new salary will be?
 - Your new salary can be seen in [Patriot Web](#) on July 10, 2017 (12-month) or August 25, 2017 (9-month)

3. Who is eligible?
 - Full- and part-time instructional, research, administrative and professional faculty and classified employees employed on or before April 10, 2017 who remain continuously employed and have a satisfactory performance evaluation (most evaluations would have been completed Fall 2016).

4. What if I worked at a different state agency before being hired at Mason *after* April 10, 2017?
 - As long as you were hired in a state agency on or before April 10, 2017 with no breaks in service and have a satisfactory performance evaluation on file, you will be eligible for the July 10 performance based increase.

5. What if I was a wage employee or adjunct on or before April 10, 2017 and transitioned into a benefitted role before the July 10, 2017 effective date?
 - In order to be eligible for the 3% increase, you must be in a benefitted role on or before April 10, 2017.

6. I am paid from a grant or contract, is the increase optional if the funding is not available?
 - As this is a general increase authorized by the Commonwealth of Virginia, the increase is not optional and must be supported by the sponsor.
 - Please contact the Office of Sponsored Programs if you have questions regarding grants or contracts.

B. Faculty Increases

1. How much is the Instructional/Research and Administrative/Professional faculty raise?
 - Faculty hired on or before April 10, 2017 will receive a 3% performance-based increase on July 10, 2017 based on a satisfactory performance evaluation.
 - The increase will be applied to base salary only. Stipends are not included.

2. Will adjunct faculty receive raises also?
 - 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.

3. What happens to my raise if I am on leave without pay?

- Faculty on leave without pay will receive the raise when they return to active teaching status.

4. When do I get the raise if I'm on leave with pay?

- Eligible faculty on paid leave will receive the increase on July 10 (12-month) or August 25 (9-month).

5. How will promotion and tenure (P&T) raises be applied?

- 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)

C. Classified Increases

1. How much is the classified raise?

- Classified employees hired on or before April 10, 2017 will receive a 3% performance-based increase on July 10, 2017 based on a satisfactory performance evaluation. Anyone hired or rehired after April 10, 2017 will not be eligible for the increase.
- There will be a separate 2% increase for DHRM determined high-turnover job classes, effective September 10, 2017.

2. Who is eligible for the high-turnover increase?

- Based on recommendations from the state employee compensation workgroup in Richmond, employees in the roles listed below are eligible to receive the 2% salary adjustment for high-turnover roles effective September 10, 2017:
 - Direct Services Associate I
 - Housekeeping & Apparel Worker I
 - Registered Nurse I
- The eligibility date for new hires for the high-turnover increase is June 10, 2017. Anyone hired or rehired after June 10, 2017 will not be eligible for the high-turnover increase.

3. What happens to classified employees who are in a leave status on July 10?

- Otherwise eligible employees who are on short-term disability or other paid leave will receive the increase on July 10, 2017.
- Classified employees on leave without pay are not eligible until they return to work or are on paid leave.

4. How will this increase affect classified pay bands?

- The minimum of each classified pay band will increase by 3%. The maximum of each classified pay band will increase 3% plus \$6,793.
- The new pay band ranges are as follows:

GMU FY18 Pay Band Ranges		
Pay Band	Effective July 10, 2017	
	Minimum	Maximum
1	27,191	58,773
2	29,792	72,899
3	32,511	84,651
4	37,456	106,705
5	47,974	135,516
6	62,676	173,156
7	81,880	205,755

E. Student Wage and Non-Student Wage Employees

1. Are wage employees eligible for an increase?

- Units will receive a 3% increase in their wage 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 wage employees is April 10, 2017.
- All *non-student wage* employees will continue to receive a 50% discount on select parking lot permits for fall 2017.

E. Graduate Assistants

1. Are Graduate Assistants eligible for the increase?

- Graduate Assistants 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/>

F. Performance Evaluations

1. Do I need to evaluate all my employees?

- Evaluations are needed for employees who were hired or rehired between July 25, 2016 and April 10, 2017, or did not have an annual performance evaluation last fall.
- The administrative and professional and classified evaluations conducted last fall are sufficient. Employees not evaluated at that time will need to be evaluated. Evaluations are due in Human Resources and Payroll by **June 14, 2017**.
- Administrative and professional faculty without a 2016 evaluation rating may receive an interim evaluation.
- Instructional/research faculty prepared their evaluation materials based on the 2016-2017 academic year. They will be able to provide an early review for the January 2017 new hires.

- Deans must notify Human Resources and Payroll verifying satisfactory instructional and research faculty evaluations. Deans need to notify HR and Payroll by **June 14, 2017**.
- Classified probationary employees can be evaluated using the Probationary Evaluation form.

2. What should I do if one of my employees received a solid achiever rating in fall 2016, but their performance has deteriorated significantly?

- You should contact Employee Relations at 3-3878 for guidance as soon as possible and no later than June 1, 2017. Options that may be available are conducting interim evaluations, probationary evaluations or issuing a notice of sub-standard performance. If the performance is now unsatisfactory overall and documentation exists to support that, the employee may not be eligible for the increase.

3. When are the next annual performance evaluations due for administrative and professional and classified employees?

- Annual performance evaluations are due on October 24, 2017.

Important Implementation Dates

- **For Instructional/Research Faculty - Deans, please send Linda Harber 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 with questions.
- Classified and administrative and professional faculty evaluations are due to HR/Payroll no later than **June 14, 2017**