

Quarterly Review Procedures

The university's compensation philosophy is to compensate employees in a manner sufficient to support and develop a high performance workforce so that quality services are provided in a fiscally responsible manner to the university's internal and external customers and the citizens of the Commonwealth.

All salary requests from schools/units will be reviewed on a quarterly basis. Out-of-cycle requests will not be accepted, with limited exceptions¹.

Implementing a quarterly larger-scope review process will have many benefits for the schools/units. The new process will:

- Help ensure internal equity with an across-the-board review
- Help address compression concerns
- Allow units to take a more holistic approach to compensation
- Help correct any other pay inequities that may exist
- Streamline the salary increase request process

Things to consider during the salary review process include:

- Departments should keep in mind that what may appear justified when looking at only one department or organization could create issues when considered alongside other similarly situated positions across department areas or in other units across the University
- All compensation actions must follow the pay practice guidelines set by the Commonwealth and comply with federal laws

Approval process:

- All requests/forms should be submitted by the head HR liaison in each school/college, or academic and non-academic units at the division level, with signature authorizations from the Dean/VP of the division, in one batch, to HR's Workforce Planning team based on the schedule on page 2.
 - For all units under Academic Administration, paperwork must be submitted to the Provost Personnel Team first for approval at the division level. The Provost Office will submit the quarterly review packet for Academic Administration, in one batch, to Workforce Planning for review.
 - For all units under University Life, including Housing, paperwork must be submitted through University Life for approval at the division level. University Life will submit the quarterly review packet for the division, in one batch, to Workforce Planning for review.
- All requests need to have the same effective date no sooner than the following month (30 days) to allow time for the review and to complete the entire approval process²
- Please send all quarterly batches to Workforce Planning (MSN: 3C3) after approval at the division level

Policies and procedures:

- All salary actions taken need to fall under Federal, Commonwealth and George Mason's pay practices with usual justification and revised EWPs/PDs when required
- Paperwork with original signatures is required, no scans or copies
- Changes must be effective at the start of the pay period
- 9-month faculty salary changes should be effective January 10th or August 25th
- No retroactive increases will be processed
- Do not discuss salary proposal with employee(s) before all approvals are received

Quarterly Review Procedures

Quarterly Schedule:

Schools/Colleges/Units under the Provost		Non-Academic Units under the SVP, Chief of Staff & President	
Requests Due to HR	Earliest Effective Date ² (Minimum 30 days ²)	Requests Due to HR	Earliest Effective Date ² (Minimum 30 days ²)
January	February	February	March
April	May (August 25 th for 9mo faculty)	May	June
July	August	August	September
October	November (Jan 10 th for 9mo faculty)	November	December

1. *There will be exceptions to the quarterly review process for:*

- *FTE changes*
- *Counter offers*
- *Promotions to new positions (ex: competitive promotion to a new position number made through eWork)*
- *School/Unit-wide exceptions will be considered on a case-by-case basis (ex: formal division reorganizations)*
- *The quarterly schedule may be changed by Workforce Planning due to changes in State or Federal pay regulations, or black-out periods for annual increase preparation*
- *This change will not affect interim pay or retention bonuses*

2. *Review time:*

- *One month (30 days) review time is required*
 - *For example:*
 - *A batch received by Workforce Planning between 10/01-10/10 can have salary changes effective on 11/10 (30-40 days to review)*
 - *The batch must be received no later than 10/25 with salary changes effective 11/25 (30 days to review)*
 - *The salary increase effective date on batches received with fewer than 30 days to review may be changed to a later date.*
 - *Why 30 days?: Up to two weeks is required for Workforce Planning review and approval, a minimum of 2 weeks for Provost/SVP/Chief of Staff review and approval, and up to 1 week each for review and approval from OSP (if applicable), the Salary Review Committee (if applicable), and Richmond (if applicable).*

For questions, or any extenuating circumstances, please contact Workforce Planning at workplan@gmu.edu or the Provost Office at provppm@gmu.edu.