

Quarterly Out-of-Cycle Salary 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

The changes to the salary review process include:

New:

- All requests/forms should be submitted by the head HR liaison in each school/college or non-academic unit, with signature authorizations from the Dean/VP of the unit, in one batch to Workforce Planning
- All requests need to have the same effective date no sooner than the following month (30 days) to allow time for the review & to complete the entire approval process²
- Please send all requests to Jennifer Irvin in Workforce Planning (MSN: 3C3)

Unchanged:

- All salary actions taken need to fall under Federal, Commonwealth and George Mason's pay practices with usual justification and revised EWP/PDs when required
- Please discuss increase requests with Workforce Planning prior to sending CTF/FTF/SIP paperwork
- Paperwork with original signatures is required, no scans or copies
- Salary 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

Proposed Quarterly Schedule:

Schools/Colleges/Units under the Provost	
Requests Due to HR	Earliest Effective Date ²
January	February
April	May
July	August
October	November (Jan 10 th for 9mo I/R faculty contracts)

Non-Academic Units under the SVP, Chief of Staff & President	
Requests Due to HR	Earliest Effective Date ²
February	March
May	June
August	September
November	December

1. *There will be exceptions to the quarterly out-of-cycle salary review process for:*

- *Counter offers*
- *Competitive promotions to new positions*
- *School/Unit-wide exceptions will be considered on a case-by-case basis (ex: 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. *One month review time is required for HR initial review and approval, Provost/SVP review and approval, OSP review and approval (when applicable), and the Salary Review Committee final review and approval (when applicable).*

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