2015 Faculty/Staff Performance Increases

We would like to share what we know to date regarding the raises proposed in the state budget.

The General Assembly passed, and the Governor signed, a compromise version of the FY2015-2016 budget, that authorizes performance increases for faculty and staff. Salary appropriations are contingent upon there being no downward adjustment in the revenue forecast.

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.

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

- The eligibility date for new hires is May 10, 2015. Anyone hired or rehired after May 10, 2015, will not be eligible for the increase.
- Units will receive a pool equal to two percent of their faculty assigned salary. The Vice President/Dean/ Director will allocate increases of 1.0 percent of salary as a fixed increase for all faculty with satisfactory evaluations. The remaining funds will be for merit based increases for all faculty. There must be written justification for an increase greater than 5 percent that will go to a review committee consisting of the Vice Provost of Academic Affairs, the Vice President of Human Resources and Payroll, and the Assistant Vice President and Chief Budget Officer for final approval.
- There will be a maximum one percent base salary increase for any administrative and instructional faculty making over $200,000 (unless prior approval of Provost and Sr. Vice President).
- If a large salary increase has already been given within the last 12 months, the August 10th raise shall be $0, with explanation. A new hire (effective February 10, 2015) may be given a .5 percent increase.
- For 12-month faculty, the effective date will be August 10, 2015 (paid September 1) and for 9-month faculty, the effective date will be August 25, 2015 (paid September 16). For bi-weekly administrative/professional faculty, the effective date will be August 10, 2015 (paid August 28, 2015).
- Promotion and tenure raises will be increased effective August 25, 2015 for 9-month faculty; for 12-month faculty the effective date for P&T is June 25.
- As this is a general increase authorized by the Commonwealth of Virginia, the increases apply to all employees regardless of the funding source.

**Classified Staff**

- The effective date will be August 10, 2015 (paid September 1) for semi-monthly classified employees. For bi-weekly classified employees, the effective date will be August 10, 2015 (paid August 28, 2015).
- The eligibility date for new hires is May 10, 2015. Anyone hired or rehired after May 10, 2015, will not be eligible for the increase.
- The 2% increase will be calculated first, followed by the compression increase. There will be an additional 2% increase for high-turnover job classes, as determined by DHRM, and a $1000 additional increase for Security Officer I and III roles. The 2% or $1000 will be added to the base after the initial raise and compression increase (if applicable) are applied.
- Continuous service will be calculated as of August 10, 2015, and based on completed full years from the latest hire/rehire date.
  - Staff will have an opportunity to review and verify their years of services
  - Full-time classified staff with five or more years of continuous service are eligible for a compression increase of $65 for each full year of service up to thirty years (max $1950).
  - Part-time classified staff with five or more years of continuous service are eligible to receive a prorated compression increase based on their percent of work time. Example: an employee hired on Oct. 10, 2005, is working 32 hours per week or 80%. The compression increase would be $52 for each completed year of service. The compression portion of the raise would be $468 (9 x 52).
- The minimum of each classified pay band will increase by two percent and the maximum will increase by two percent plus $2,400.
- FAQs will be available on hr.gmu.edu

May 15, 2015
Adjunct Faculty and Graduate Assistants

- Adjunct matrices and Graduate Assistant Compensation Rates will be increased by 2 percent effective August 25, 2015 and department budgets will be increased accordingly.
- The fall 2015 Adjunct Matrix will be posted on the Provost Office website at http://provost.gmu.edu/faculty-appointments/adjunct-faculty-appointments/. Graduate Assistant Compensation Rates will also be posted on the Provost Office website at http://provost.gmu.edu/graduate-student-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 August 10, 2015.
- The eligibility date for wage employees will be May 10, 2015.

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 would have been completed in October, 2014. An evaluation will need to be completed for:

- Employees hired or rehired between July 25, 2014, and May 10, 2015
- Any administrative and professional faculty and classified staff who do not have a 2013-2014 evaluation on file

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.

Best wishes for the end of the semester.

May 15, 2015