August 2015 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 August 10, 2015. SM paid on September 1, 2015, BW paid on August 28, 2015. Eligible 9-month faculty will receive the increase in the pay period starting August 25, 2015 and paid on September 16, 2015.

2. How will I know what my new salary will be?
   ➢ Your new salary can be seen in Patriot Web on August 10, 2015 (12-month) or August 25, 2015 (9-month)

3. Who is eligible?
   ➢ Salaried full- and part-time employees employed on or before May 10, 2015 and remain continuously employed.
   ➢ Instructional, research, administrative and professional faculty and classified employees with a satisfactory performance evaluation.

4. 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/ Administrative/Professional faculty raise?
   ➢ An average 2% increase will be generally given based on a satisfactory performance evaluation.
   ➢ Units will receive a pool equal to 2% 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. 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 1% base salary increase for any faculty making over $200,000, unless prior approval of Provost and Senior Vice President.
   ➢ If a large salary increase has already been given within the last 12 months, the August 10 raise may be $0, with explanation. A new hire (effective February 10, 2015) may be given a 0.5% increase.
2. Will adjunct faculty receive raises also?
   - Adjunct matrices will be increased by 2% 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/

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 August 10 (12-month) or August 25 (9-month).

5. Are faculty eligible for the compression increase?
   - No, only classified employees are eligible for the compression increase.

C. Classified Increases

1. How much is the classified raise?
   - Classified employees hired May 10, 2015 or earlier will receive a 2% performance-based increase on August 10, 2015.
   - Full-time classified employees with five or more years of continuous service will also receive a compression increase of $65 for each completed year of continuous service up to 30 years.
   - Part-time classified employees who are eligible for the compression increase would receive a pro-rated amount. Example: an employee hired on October 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.
   - There will be an additional 2% or $1,000 increase for high-turnover job classes, as determined by DHRM. The 2% or $1000 will be added to the base after the initial raise and compression increase (if applicable) are applied.

2. How is the “continuous service” calculated?
   - Classified employees hired on or before August 10, 2010 and have been continuously employed, will have at least five years of service. Example: an employee hired September 10, 2005 will have 9 years and 11 months on August 10, 2015. The compression portion of the raise will be 9 x $65 or $585.

3. I’m eligible for the 2% and the compression increase. Which increase will be applied first?
   - The 2% will be applied first and then the compression increase. For example, if the current salary is $45,000, and the employee has 10 years of continuous service the calculation would be:

     $45,000 + 2% = $45,900
     $65 x10 years = $650
     Total new salary= $46,550
4. 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:
  - Law Enforcement Officer I
  - Direct Service Associate I
  - Direct Service Associate II
  - Direct Service Associate III
  - Housekeeping and/or Apparel Worker I
  - Probation Officer Assistant
  - Emergency Coordinator I
  - Emergency Coordinator II
  - Registered Nurse I
  - Registered Nurse II/Nurse Practitioner I/Physician's Assistant
  - Licensed Practical Nurse
  - Therapy Assistant/Therapist I
  - Therapist II
  - Compliance/Safety Officer II

- Employees in the roles Security Officer I and Security Officer III are eligible to receive the $1,000 salary adjustment.

5. What if I worked at a different state agency before Mason?

- The compression increase will include years worked at other state agencies as long as there was no break in service.

6. What if I worked at Mason, left and then came back?

- Only the current consecutive years will count. Example: An employee was hired October 10, 2005, left Mason on April 24, 2008 and came back on January 10, 2011. This employee does not have five or more years of consecutive service and would not be eligible for the compression increase, but would receive the 2% increase.

7. I have 15 years of total state service and have purchased an additional 5 years of service for retirement. Do those years count?

- Purchased service is not included in the compression increase. Assuming the 15 years are continuous, they would be counted.

8. What happens to classified employees who are in a leave status on August 10?

- Otherwise eligible employees who are on short-term disability or other paid leave will receive the increase on August 10, 2015.
- Classified employees on leave without pay are not eligible until they return to work or are on paid leave.

9. If I changed from a faculty position to a classified position, am I still eligible for the compression increase?

- If you transitioned into a classified role on or before August 10, 2010 with no break in service, then you would be eligible for the compression increase.
10. How will this increase affect classified pay bands?
  ➢ The new pay band ranges are as follows:

<table>
<thead>
<tr>
<th>Pay Band</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>26,399</td>
<td>50,466</td>
</tr>
<tr>
<td>2</td>
<td>28,924</td>
<td>64,181</td>
</tr>
<tr>
<td>3</td>
<td>31,564</td>
<td>75,590</td>
</tr>
<tr>
<td>4</td>
<td>36,365</td>
<td>97,002</td>
</tr>
<tr>
<td>5</td>
<td>46,577</td>
<td>124,974</td>
</tr>
<tr>
<td>6</td>
<td>60,850</td>
<td>161,517</td>
</tr>
<tr>
<td>7</td>
<td>79,495</td>
<td>193,167</td>
</tr>
</tbody>
</table>

D. Performance Evaluations

1. Do I need to evaluate all my employees?
  ➢ Evaluations are needed for employees who were hired or rehired between July 25, 2014 and May 10, 2015, 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 were due in Human Resources and Payroll by June 12, 2015.
  ➢ Administrative and professional faculty without a 2014 evaluation rating may receive an interim evaluation.
  ➢ Instructional/Research faculty prepared their evaluation materials based on the 2013-2014 academic year. They will be able to provide an early review for the January 2015 new hires.
  ➢ Deans notified Human Resources and Payroll verifying satisfactory instructional and research faculty evaluations.
  ➢ 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 2014, 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, 2015. 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 annual performance evaluations due for administrative and professional and classified employees?
  ➢ Annual performance evaluations are due on October 24, 2015.
E. Wage Employees

1. Are wage employees eligible for an increase?
   - Wage employees (student and non-student) are potentially eligible for an increase.
   - Units will receive a 2% increase in their wage pool to be used for increases to be allocated by each unit.
   - An EPAF may be submitted with an effective date no earlier than August 10, 2015.
   - The eligibility date for wage employees will be May 10, 2015.
   - Wage employees are not eligible for the salary compression compensation adjustment.