



# **FY08 Salary Increase Guidelines**



UNIVERSITY *of* NEW HAMPSHIRE

## • SECTION ONE - Non Unionized Employees

*The Board of Trustees has approved a 4.5% salary increase pool for all eligible non-unionized employees for FY'08 effective July 1, 2007 or the beginning of the appointment for percent-time staff.*

### Philosophy

*Applying compensation policies and conducting performance assessments are two of the most critical functions of supervisors and managers. It is very important that each manager and supervisor use the available salary increase dollars to appropriately and fairly reward staff for high performance as well as address any internal equity concerns.*

#### 1. Eligibility:

This increase will be available to all continuing benefits-eligible employees inclusive of PAT, Academic Administrators, OS, Extension Educators, and non-AAUP Faculty employed on or before June 30, 2007, with the following exceptions:

- those who have submitted a written resignation or retirement notice with an effective date on or before 6/30/07
- those who have received a terminal notice
- those over the new maximum for their assigned salary range
- those with documented unsatisfactory performance
- those on leave of absence as cited in System policy (USY V.F.9.10) <http://usnholpm.unh.edu/USY/V.Pers/F.9.htm>
- those whose salary increases are negotiated through a collective bargaining agreement
- those who have a negotiated FY08 annual salary/hourly rate
- Principal Administrators whose increases are determined by the Executive Committee of the Board of Trustees

Postdoctoral research and teaching associates are eligible to participate in the University's annual salary increase process. The faculty mentor recommends the amount of the salary increases consistent with UNH salary increase and external sponsor guidelines.

- *An employee must be on the payroll at the time of distribution to be eligible to participate in the salary increase program.*

## **2. Components of the 4.5% increase:**

- 2.5% Across-the-Board (ATB), with a 2.5% improvement to the wage schedules
- 1.5% for merit/internal equity
- 0.5 Market equity

### 2.5% Across-the-Board (ATB)

This component will be automatically awarded to all eligible staff. Staff who are over the maximum of their pay ranges receive the value of the ATB as a one time lump sum bonus. Wage schedules will be adjusted to reflect the 2.5% increase. Staff who are below the new range will receive an increase to bring their salary/hourly rate to the range minimum.

### 0.5% Market Equity

In keeping with the Institutional commitment to address market competitiveness, this component will be used to address targeted PAT positions that are deficient by 10% or more to market and OS positions deficient by 5% or more. The range change will include a 1% increase and will be automatically awarded to eligible staff.

### 1.5% Pool: Merit/Internal Equity

The merit/internal equity award pool cannot be moved among occupational groups except upon approval of the Office of the Vice President for Finance and Administration. Staff who are near or at the top of their pay ranges will receive any merit award in part or in full as a one-time lump sum bonus.

These awards are to be determined by the supervisor using the following criteria:

- *Merit* is a continuing increase (added to annual salary base). It is awarded on the basis of the quality of an employee's performance of job responsibilities as evaluated and documented by the supervisor and communicated to the employee. Merit should be given to individuals who are performing above the satisfactory level. Normally, there should be a

range of merit awards that reflect different levels of performance – some employees may receive no or small awards while other employees may receive significant percentage increases to reflect exemplary work. When informing staff of their increases, supervisors are expected to discuss the criteria they used in determining merit awards.

- *Internal equity* increases address situations where two or more people with the same job classification within a department or unit, with similar education, experience and performance records have noticeable salary differences. Internal equity increases are continuing and are added to the employee's base salary.

### **3. Effective Dates:**

The effective date of the increase is July 1, 2007, or the beginning of the appointment for percent-time staff. It will be reflected in the September 7, 2007 paycheck for PAT, Academic Administrators, Extension Educators and non-AAUP faculty. It will be reflected in the September 14, 2007 paycheck for Operating Staff. Increases are retroactive to July 1, 2007 or to the beginning of the appointment for percent-time staff.

### **4. Funding:**

Models will be distributed to each RC unit that outlines the budgeted amounts authorized for ATB and merit/internal equity. Only filled positions are used to calculate the available pool. Each unit is responsible for funding the salary increases.

### **5. Performance Reviews:**

Performance reviews were due to be completed and on file at Human Resources *no later than June 30, 2007*. New hires are not eligible for merit increases until they have completed their introductory period. To be eligible for an introductory increase an employee's starting salary must be at or below the first quartile of the salary range. Funds can be reserved from the departmental merit pool to fund any increases anticipated for award at the end of the introductory period or leave of absence.

- **SECTION TWO – Unionized Employees**

-For FY07, the continuing base salary increases for AAUP Faculty has yet to be resolved.

-University Police (Public Safety Officer V) will receive FY'07 continuing base salary increases as outlined in the collective bargaining agreement.

- **SECTION THREE – Timetable for Processing Increases**

**Time Table for Processing of Increases:**

<b>Deadline</b>	<b>Activity</b>
7/05/2007	Turnaround documents to BSCs
7/13/2007	Promotion increases for AAUP Fiscal year Faculty in paycheck
7/20/07	Increases for unionized police (PSO V) in paycheck
8/10/07	Turnaround Documents must be returned to HR
8/10/2007 – 8/24/2007	NWACOMP Transactions coded by HR
8/24/06	NWACOMP corrections or additions coded by HR
8/24/07	Promotion increases for AAUP Academic year Faculty (if deferring pay) in paycheck
9/07/07	Promotion increases for AAUP Academic Year Faculty (if not deferring pay) in paycheck
9/07/07	Increases for PAT, non-AAUP Faculty, AA, EE in paycheck
9/14/07	Increases for Operating Staff in paycheck

**FY08 PAT AND OS RANGE CHANGE LIST**

<b>Job Description</b>	<b>PCLS</b>	<b>Current Salary Grade</b>	<b>New Salary Grade</b>	<b>ECLS</b>
ADMINISTRATIVE ASSISTANT II	02454	6	7	OS
ADMINISTRATIVE ASSISTANT III	02455	8	9	OS
ARCHITECTURAL DRAFTING SPECIAL	00316	13	14	OS
ATHLETIC EQUIPMENT MANAGER	00795	11	12	OS
ELECTRICIAN	00444	12	13	OS
GENERAL MAINTENANCE MECHANIC	00459	8	9	OS
LEAD AUTOMOTIVE MECHANIC	00452	11	12	OS
PUBLIC SAFETY OFFICER III	00519	9	10	OS
SENIOR WORD PROCESSING TYPIST	00411	8	9	OS
SHEET METAL WORKER	00450	8	9	OS
SR ACAD/STUD SERV ASST	02925	11	12	OS
SR ADMINISTRATIVE ASST	02456	11	12	OS
SR PROGRAM SUPPORT ASSISTANT	02924	11	12	OS
STOREKEEPER II	00413	2	3	OS
STUDIO TECHNICIAN I	00337	12	13	OS
TRANSMITTER TECHNICIAN-NHPTV	00345	17	18	OS
WATER UTILITIES OPERATOR	00477	9	10	OS
ACADEMIC COUNSELOR II	00262	16	17	PAT
ACADEMIC SKILLS SPECIALIST	01695	12	13	PAT
ADMINISTRATIVE MANAGER I	02460	11	12	PAT
ADMINISTRATIVE MANAGER II	02461	13	14	PAT
ADMISSIONS OFFICER I	00223	13	14	PAT
ADMISSIONS OFFICER II	00224	15	16	PAT
AFFIRMATIVE ACTION OFF I	01307	17	18	PAT
ARCHITECTURAL PLANNER	02750	24	25	PAT
ART TECHNICIAN	01039	10	11	PAT
ASSOCIATE ARCHITECT	01838	17	18	PAT
CHEF II	00605	12	13	PAT
COORD OF BROADCASTING SERV	02367	14	15	PAT
COORD OF FIELD EXPERIENCE I	00612	12	13	PAT
DEVELOPMENT RESOURCES ASST	01123	13	14	PAT
DEVELOPMENT/SALES SPECIALIST	01642	16	17	PAT
EARLY CHILDHOOD TEACHER I	00586	12	13	PAT
EARLY CHILDHOOD TEACHER II	01738	14	15	PAT
EDUCATIONAL PROGRAM COORD I	00244	14	15	PAT
EDUCATIONAL PROGRAM COORD II	00242	17	18	PAT
ELECTRONICS ENGINEER III	01543	21	22	PAT
ENVIRONMENT HEALTH/SAF COORD	00661	20	21	PAT
ENVIRONMENTAL HEALTH & SAFETY	00545	18	19	PAT
FACILITATING TEACHER	00580	17	18	PAT
INTERNATIONAL EMPLOYEE SPECIAL	02272	15	16	PAT
LIBRARY SPECIALIST	00860	17	18	PAT
MANAGER OF PRODUCTION-NHPTV	01533	21	22	PAT
MARKETING & PROMOTION COORD	01225	21	22	PAT
MGR-LABORATORY&ENVIRO SAFETY	02847	22	23	PAT
MGR-MAJOR GIFTS-NHPTV	02383	20	21	PAT
PERSONNEL OFFICER III	00621	22	23	PAT
PROGRAM COORDINATOR	00601	11	12	PAT

**FY08 PAT AND OS RANGE CHANGE LIST**

<b>Job Description</b>	<b>PCLS</b>	<b>Current Salary Grade</b>	<b>New Salary Grade</b>	<b>ECLS</b>
PROJECT DIRECTOR I	01437	16	17	PAT
PROJECT DIRECTOR II	01438	19	20	PAT
PROJECT DIRECTOR-SPECIAL PROJE	01038	19	20	PAT
PROJECT RESEARCH SPECIALIST I	01736	13	14	PAT
PUBLIC RELATIONS ASST	00649	11	12	PAT
PUBLIC SAFETY CAPTAIN	00660	19	20	PAT
PUBLICITY ASSISTANT	01896	11	12	PAT
RECORDER/ASSISTANT REGISTRAR	00587	10	12	PAT
RESEARCH ASSOCIATE I	01199	13	14	PAT
SLIDE LIBRARIAN	00634	11	12	PAT
SR GRANT ACCOUNTING SPECIALIST	02220	17	18	PAT
SR SCIENTIFIC DATA ANALYST	00207	18	21	PAT
STAFF PHOTOGRAPHER	00645	13	14	PAT
TECHNICAL SPECIALIST	00373	12	13	PAT
TECHNICAL WRITER	01641	17	18	PAT
TELEVISION DIRECTOR	01557	14	15	PAT