



FY09 Salary Increase Guidelines



UNIVERSITY *of* NEW HAMPSHIRE

• SECTION ONE - Non Unionized Employees

The Board of Trustees has approved a 5.5% salary increase pool for all eligible non-unionized employees for FY'09 effective July 1, 2008 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, 2008, with the following exceptions:

- those who have submitted a written resignation or retirement notice with an effective date on or before 6/30/08
- 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 FY09 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 5.5% increase:

- 3.0% Across-the-Board (ATB), with a 3.0% improvement to the wage schedules
- 1.0% General Increase Pool Distributed as a Fixed Dollar
- 1.45% for Merit/Internal and External Equity
- 0.05% Market Equity Range Adjustment

3.0% Across-the-Board (ATB)

This component will be automatically awarded to all eligible staff. Employees 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 3.0% increase. Employees who are below the new range will receive an increase to bring their salary/hourly rate to the range minimum.

1% Pool: General Increase

This component will be distributed as a fixed-dollar amount of \$500 added to the base salary and prorated based on percent time. Employees who are at or near the top of their pay ranges will receive the general increase in part or in full as a one-time bonus. The general increase will be automatically awarded to all eligible employees.

1.45% Pool: Merit/Internal and External Equity

Merit is a continuing increase (added to the annual salary base). Employees who are at or near the top of their pay ranges will receive any merit award in part or in full as a one-time bonus.

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

- *Merit* 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/External equity* – internal equity increases provide a mechanism for supervisors to 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. External equity increases provide a mechanism for supervisors to address situations resulting from external market salary demands. Internal and external equity increases are continuing and are added to the employee's base salary. Employees who are at or near the top of their pay ranges will receive this increase in part or in full as a one-time bonus.

0.05% Pool: Market Equity Range Adjustment

Market equity will be addressed through range adjustment for targeted PAT classifications that are deficient to the market by over 9% and OS classifications deficient by over 5% or where there is an identified need to address recruitment and retention issues. Employees who fall below the new range minimum will receive an increase to bring their salary/hourly rate to no less than the range minimum.

3. Effective Dates:

The effective date of the increase is July 1, 2008, or the beginning of the appointment for percent-time staff. It will be reflected in the 9/05/08 paycheck for PAT, Academic Administrators, Extension Educators, Academic Year Faculty and non-AAUP faculty. It will be reflected in the 07/11/08 paycheck for AAUP fiscal year faculty and the 9/12/08 paycheck for Operating Staff. Increases are retroactive to July 1, 2008 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 May 30, 2008*. New hires are not eligible for merit increases until they have completed their introductory period. 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

AAUP Faculty and University Police (Public Safety Officer V) will receive increases as outlined in the respective collective bargaining agreements.

• SECTION THREE – Timetable for Processing Increases

Time Table for Processing of Increases:

Deadline	Activity
7/4/08	Turn around documents to BSCs
7/11/08	Promotions/increases for AAUP Fiscal Year Faculty in paycheck
7/18/08	Increases for unionized police (PSO V) in paycheck
8/6/08	Turnaround documents must be returned to HR
8/6/08-8/20/08	NWACOMP Transactions coded by HR
8/20/08	NWACOMP transactions or additions coded by HR
9/05/08	Promotion/increases for AAUP Academic Year Faculty in paycheck
9/05/08	Increases for PAT, non-AAUP Faculty, AA, EE in paycheck
9/12/08	Increases for Operating Staff in paycheck

FY09 RANGE CHANGE SUMMARY (OS AND PAT)

Title	Position Class	Salary Grade	Proposed Salary Grade
Academic Counselor II	00262	17	18
Academic Skills Specialist	01695	13	15
Administrative Manager II	02461	14	15
Analytical Instrumentation Engineer III	02865	21	22
Analytical Instrumentation Scientist I	02762	12	14
Analytical Instrumentation Scientist II	02763	15	17
Analytical Instrumentation Scientist III	02764	21	22
Aquatic Coordinator	02888	13	14
Art Technician	01039	11	14
Associate Architect	01838	18	20
Athletic Trainer I	00666	13	14
Benefits Assistant	02642	13	14
Chef II	00605	13	14
Conference Coordinator	00577	13	14
Cook II	00514	7	8
Coordinator of Field Experience I	00612	13	15
Coordinator of Field Experience II	01720	15	17
Development Assistant - Fund Raising Programs	01237	13	15
Development Resources Assistant	01123	14	15
Dispatcher III	01472	11	14
Documentation Assistant	02162	9	10
Early Childhood Teacher I	00586	13	14
Early Childhood Teacher II	01738	15	16
Electronics Engineer I	00214	18	20
Electronics Engineer II	00215	20	22
Electronics Engineer III	01543	22	24
Engineering Technician III	00370	12	14
Environmental Health & Safety Coordinator	00661	21	22
Environmental Health & Safety Specialist	00545	19	20
Facility Project Manager I	01532	17	18
Facility Project Manager II	00103	19	20
Financial Aid Officer I	00229	12	13
Food Service Shift Supervisor	00507	6	7
Greenhouse Assistant Manager	00330	11	14
Information Support Assistant	00566	6	7
Information Technologist III	02527	21	22
Information Technologist IV	02530	24	25
Information Technologist V	02531	27	28
Information Technology Manager	02528	24	25
Information Technology Technician	01927	13	15
Instructional Technology Specialist	02761	13	14
International Employee Specialist	02272	16	17

FY09 RANGE CHANGE SUMMARY (OS AND PAT)

Title	Position Class	Salary Grade	Proposed Salary Grade
Laboratory Technician II	00349	6	7
Nurse Practitioner	00274	23	24
Personnel Officer I	00619	14	16
Physician	00625	35	37
Project Director I	01437	17	18
Project Director II	01438	20	21
Project Director III	01439	23	24
Project Director-Special Projects	01038	20	21
Project Manager/Public Service Project	02624	22	23
Public Relations Program Coordinator	00647	15	17
Public Safety Captain	00660	20	22
Public Safety Sergeant (PSO VI)	00522	15	19
Research Technician III	01248	12	14
Senior Human Resources Assistant	02749	11	12
Senior Information Technology Manager	02529	27	28
Senior Laboratory Technician	00674	12	13
Skills Application Teacher	01515	18	19
Slide Librarian	00634	12	15
Sports Information Officer I	00227	12	14
Sports Information Officer II	00239	15	16
Staff Photographer	00645	14	16
Technical Specialist	00373	13	14
Television Production Supervisor	01534	16	17
Theatre Technician	01633	13	14
Therapeutic Recreation Specialist	01706	11	14
Veterinary Pathologist	02271	24	26