FY17 SALARY INCREASE GUIDELINES

A salary increase for non-union UNH status employees has been approved effective January 1, 2017. 1% will be provided as an across the board (ATB) salary increase. In addition, 2% will be available for a merit (See Merit Section 4) and equity pool (See Equity Section 5). The eligibility criteria are outlined below.

• SECTION ONE - Non Union Employees

1. Eligibility:

This increase will be available to all continuing benefits-eligible, non-union employees inclusive of Salaried Paid Staff (PAT), Academic Administrators (AA), Hourly Paid Staff (OS), Extension Educators (EE), Faculty (Clinical, Research and Extension) and Librarians who do not negotiate through collective bargaining, who were employed on or before July 1, 2016 with the following exceptions:

• Those with an employment termination or retirement date effective on or before 1/1/2017
• Those who have received a terminal notice
• Those with documented unsatisfactory performance who are currently in a probationary status and/or under a performance improvement plan or the extension of an initial introductory period (a person may become eligible for the ATB only on the date their performance status changes to satisfactory performance)
• Those on leave of absence as cited in System policy (USY V. F.9.9.1) www.usnh.edu/policy/usy/v-personnel-policies/f-compensation#usyvf9
• Those who have a negotiated AY/FY17 annual salary/hourly rate that is inclusive of FY17 increases
• Transfers* and promotions* to a new position October 1, 2016 or later  
  (*Transfer is movement from one USNH position to another; promotion is a transfer that involves moving to a position with a higher salary range. A reclassification is when there are substantial and permanent changes to an employee’s job duties, job complexity, and/or knowledge or skills. Experiencing a reclassification does not exclude one from the salary increase.)

An employee must be an active, status employee on the payroll at the time of distribution in order to have the increase apply to the base salary.

Postdoctoral Research and Teaching Associates are not eligible for ATB or equity but are eligible for merit increases equivalent to the 3% pool with the approval of the faculty mentor.

❖ The ATB will be automatically awarded to all eligible employees.

❖ Employees in positions currently at the top of their salary range will receive the ATB and/or merit increase as a one-time payment; those near the top of the salary range will receive any amount of their ATB and/or merit above their salary range maximum as a one-time payment. Retirement benefits are applied to this payment. (Note: The payment amount is the full annualized value)

After all increase components are applied, employees whose salary falls below the new range minimum for their position will receive an increase to the new minimum.
FY17 SALARY INCREASE GUIDELINES

2. Reclassifications:

During the period of October 1, 2016 through January 1, 2017 new and vacant positions will continue to be classified. Positions with incumbents will not be reclassified during this period except for incumbents who received an FLSA notice of their position re-aligning to hourly paid. Reclassifications for incumbents will resume after January 1, 2017.

3. Anticipated Increase Dates:

It is anticipated that increases will be reflected in the paycheck for eligible Salaried Paid Staff, Academic Administrators, Extension Educators, Post Doctoral Research and Teaching Associates, and faculty who do not negotiate through collective bargaining in the January 27, 2017 paycheck. For eligible Hourly Paid Staff, increases will be reflected in the February 3, 2017 paycheck.

4. Merit:

A brief explanation of the process undertaken for awarding merit should be submitted to Human Resources with awards. It is recommended that a brief written rationale for each employee receiving merit be retained by the RC unit. Assigning equal amounts of merit or the same percentage for all employees within a department is counter to the intent of merit.

Merit should reflect individual performance during the fiscal year and up to the point when the merit decision is made. Awarding merit requires a supervisor/manager to differentiate the performance of direct reports. Recognizing that there will always be a level of subjectivity involved in making the decision, there are ways to apply greater degrees of objectivity. Possible reference points include and are not limited to:

- Employee goals progress and/or achievement, including referencing goals on the most recent performance evaluation;
- Employee contribution toward achieving department and/or UNH strategic goals;
- Feedback, whether from students or others;
- Achievement of work assignments or special assignments;
- Skill enhancement;
- Performance feedback, oral and documented; and
- Specific performance events.

It is recommended that both position competencies (role responsibilities, goal achievement, skills, etc.) and behavior competencies (attitude, accountability, time management, collaboration, teamwork, etc.) be part of the merit decision.

5. Equity:

Any equity recommendation must be submitted with rationale for review and approval to the HR Partner by November 2, 2016 and in advance of submitting merit recommendations. Equity recommendations that do not have approval of HR Compensation will not be processed. BSC Directors will receive the equity decision and rationale by November 10, 2016.
FY17 SALARY INCREASE GUIDELINES

6. Funding:

The funds available for merit and equity will be based on the filled salary base as of 10/1/2016. Each unit is responsible for funding the salary increases. An excel spreadsheet will be provided to the BSC Directors for processing the increases. The spreadsheet should be returned to Heather Madore by **November 16, 2016**.

**SECTION TWO – Timetables for Processing Increases - (revised 12/23/2016)**

<table>
<thead>
<tr>
<th><strong>Deadline:</strong></th>
<th><strong>Activity</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 18, 2016</td>
<td>BSC Directors will receive employee spreadsheets for their units.</td>
</tr>
<tr>
<td>Nov. 2, 2016</td>
<td>BSC Directors, with RC Unit approval, <strong>submit equity recommendations and rationale</strong> to HR Partner.</td>
</tr>
<tr>
<td>Nov. 10, 2016</td>
<td>HR Compensation provides equity decision to HR Partners, BSC Directors and HR Operations.</td>
</tr>
<tr>
<td>Nov. 16, 2016</td>
<td>BSC Directors will complete spreadsheets with merit information and return to HR Operations who will provide copy to HR Partners for their review.</td>
</tr>
<tr>
<td>Nov. 16, 2016</td>
<td>Letter templates approved, electronic signatures and signature titles received.</td>
</tr>
<tr>
<td>Dec. 7, 2016</td>
<td>HR Operations sends spreadsheets to BSC Directors for final review.</td>
</tr>
<tr>
<td>Dec. 22 to Jan. 4th, 2017</td>
<td>HR Partners review with BSC Directors possible changes to merit due to the FLSA minimum. Communicate changes to HR Operations ASAP.</td>
</tr>
<tr>
<td>Jan. 5th, 2017</td>
<td>HR begins letter generation process.</td>
</tr>
<tr>
<td>Jan. 18th, 2017</td>
<td>HR sends letters to BSC Directors for review and BSC Directors will distribute to appropriate supervisors for distribution.</td>
</tr>
<tr>
<td>Jan. 23-26th, 2017</td>
<td>Employees receive their increase letters.</td>
</tr>
<tr>
<td>Jan. 27, 2017</td>
<td>Increases received in paychecks for eligible Salaried Paid Staff, Academic Administrators, Extension Educators, Post-Doctoral Research and Teaching Associates, Faculty and Librarians who do not negotiate through collective bargaining.</td>
</tr>
<tr>
<td>Feb. 3, 2017</td>
<td>Increases received in paychecks for eligible Hourly Paid Staff, who do not negotiate through collective bargaining.</td>
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