

FY23 UNH/GSC ATB Increase Guidelines

A 4% across-the-board (ATB) salary increase for eligible UNH/GSC status employees has been approved effective October 29, 2022. For questions concerning eligibility, please contact your HR Partner.

Eligibility

To be eligible, **all** the following criteria must be met. An employee must:

- Be employed on or before July 23, 2022;
- Be a status (benefited) non-union employee;
- Fall under one of the following categories:
 - Exempt (Salaried) Staff (PAT)
 - Non-Exempt (Hourly) Staff (OS)
 - Extension Educators
 - Academic Administrators
 - Clinical Faculty
 - Research Faculty
 - Extension Faculty
 - Online Professional Faculty
 - Postdoctoral Scholars
 - Librarians (who do not negotiate through collective bargaining);
- And be an active employee at the time the increase is processed.

The following employees are **not eligible**:

- Those covered by a collective bargaining agreement.
- Those covered by an employment contract with specific increase guidelines (e.g., some Athletics employees).
- Those terminating employment or retiring on or before October 29, 2022.
- Those on a performance improvement plan or extension of an initial introductory period.
- Those in receipt of a signed offer letter, starting a new UNH position the pay period beginning October 29, 2022.
- Employees who fall under one of the following categories:
 - Non-Status/Adjunct Staff

Additional Information

Timeline. The ATB is effective October 29, 2022. Eligible employees as described above will first see the increase in their November 18th paycheck, which is for hours worked between October 29th and November 11th.

Maximum Range. Employees *at* the maximum of their pay grade will receive the ATB as a one-time lump sum payment. Employees *near* the top of their salary pay grade will receive as much of their ATB added to their base pay until they hit the maximum of their pay grade; any amount of their ATB above their pay grade maximum will be paid as a one-time lump sum payment. This above-the-maximum payment is considered eligible compensation for the 403(b) and 457(b) retirement plans (USY V.F.7.1).

Reclassifications. To maintain accuracy in salary data during the increase process, the last day that HR will be able to accept fully approved reclassification requests for positions with incumbents will be October 7th, 2022. New position requests and vacant position reviews will not be impacted and will continue to be reviewed on a rolling basis. Reclassifications will be reopened and communicated at a later date.