

Date: June 1, 2017

Re: Staff Mass Salary Update – Exceptions for FY18

No additional funds were allocated for staff salary increases for Fiscal Year 2018. However, University Executive Leadership has determined that departments will be permitted to submit Mass Salary Update (MSU) Out-of-Guidelines Exception Requests for FY18 on a very limited basis.

All FY18 MSU Out-of-Guidelines Exception Requests must be requested through and approved by the appropriate Executive Vice President (EVP) for the respective area.

Please read the following criteria carefully, as it significantly differs from previous years:

Eligibility Requirements:

- Employees must have been hired prior to January 1, 2017, and completed their probationary period.
- Employees must have a “Successful” rating on their 2016 Performance Evaluation recorded centrally.
- Salary increases for bargaining unit employees are subject to the applicable collective bargaining unit agreement.
- Contract employees are not included in these guidelines. Questions regarding increased compensation for contract employees may be directed to your respective EVP area.
- Questions regarding Faculty increases should be directed to their respective area, Office of Faculty Affairs and Services (OFAS), or HSC Academic Affairs Office.

Criteria for Request:

- MSU exception requests will only be considered on a very limited basis.
- Justification must be given for each request. Guidance will be set forth by each respective EVP on the types of justification that will be deemed appropriate.
- Sufficient funding must be available. All guidelines set forth by your respective funding agencies, if applicable, must be followed.

Salary Increase Guidelines:

- The percentage of salary increase that will be considered by each EVP will be dependent on the employee’s current salary, as outlined below:
 - A 5% maximum salary increase will be considered for employees whose current salary falls below midpoint of the salary range for their respective grade. The requested salary increase should not exceed midpoint of the salary range.
 - A 2% maximum salary increase will be considered for employees whose current salary falls at or above midpoint of the salary range for their respective grade.
- Exceptions to these guidelines must be further justified by a reorganization that reduces staffing levels, when significant additional duties are assigned, retention, or other extenuating circumstances. Please contact your respective EVP area for further guidance.

Process for Submitting a Request:

- You must complete the [MSU Out-Of-Guidelines Exception Request Form](#).
- Submit the request form to your respective EVP for review/approval. Include any additional documentation required by your EVP area, if applicable.
- Once EVP approval is obtained, scan and email the completed and signed request form to your Human Resources Consultant for processing.
- Employee should not be notified of the approved salary increase until all approvals are obtained.