

FY 2012 Salary Guidelines

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For Immediate
Release

A. GENERAL PRINCIPLES

The following FY 2012 Campus Salary Increase Guidelines apply to the following eligible employee groups (Faculty, Academic Professionals, Post-Doctoral Research Associates, and Open Range Civil Service) irrespective of their funding source and regardless of the reappointment process used (i.e., they apply equally to those reappointed via Salary Planner or submitted by HR Front End transaction).

The salary program for FY 2012 will be 3.0%. Satisfactory performance is a pre-condition to receive any salary increase. All covered employees whose performance is at least satisfactory should be considered eligible for a merit increase. Additional eligibility criteria are listed below.

For the purpose of annual salary planning, a salary planning unit is defined at the College or Vice Chancellor level. Deans and Vice Chancellors are free to manage the increase pools differentially within each department. As such, salary increases for individual employees or individual departments may vary so long as the overall unit plan meets the specified parameters.

The average increase for continuing Academic Professional and Open Range Civil Service employees should not exceed the average increase for faculty.

All units are asked to complete their salary plans by the close of business on **Friday, July 29, 2011** at which point they will be locked out from making further changes.

B. ELIGIBILITY FOR PAY INCREASES

This section describes those employees eligible for a merit increase under the FY 2012 salary program. Eligibility requires satisfactory or better performance.

Review the guidelines at <http://www.uic.edu/depts/hr/quicklinks/salaryplanner/index.shtml/> to determine whether a salary increase should be processed within Salary Planner or as part of an HR Front End transaction. These guidelines also discuss the reappointment process for employees.

1. Eligible Employee Groups

- Academic Professional and Faculty employees (both visiting and permanent status).
- Post-Doctoral Research Associates.
- Civil Service Open Range employees.

2. Ineligible Employees

- Employees with less than satisfactory job performance.
- Employees terminating prior to August 16, 2011.
- Newly hired employees. Given that merit increases are a reward for past performance, it does not make sense to provide a merit increase for a newly hired employee. As we have not set a campus-wide cut-off date to determine eligibility for a merit increase, units should make their own determination on when an employee must have been hired to qualify as "new"; May 16 or June 1 may be reasonable.

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- Employees covered by a collective bargaining agreement.
Note: This includes Graduate and Teaching Assistants, and since the campus has extended the same benefits to Research Assistants, this group should also receive the same across-the-board increases as Graduate Assistants and Teaching Assistants. Please see section E for more information on assistants.
- Open Range Civil Service employees on probation as well as those classified as "Confidential." Open Range Civil Service employees will be eligible for an increase upon the successful completion of their probationary period (see Section F.1 for more on this group).
- Reemployed retirees except those hired via an open search process (reappointments and/or salary increases for these employees must be processed on the Reemployment of Retirees form).

C. SALARY INCREASE REPORTS

1. Unit Limits

As a merit-based salary program, we expect to see a range of increases within a unit. Review will be at the college and vice chancellor level and each dean/vice chancellor is responsible for achieving a 3.0% average for the merit portion of the salary program.

Existing commitments will be honored. These include competitive counter-offers, promotions, and negotiated rates for employees in collective bargaining units. As per established practice, such commitments may be excluded from the calculation of the average salary increase for each unit.

2. Individual Limits

All **individual** increases of 0% or greater than 7% must include justification, with review and approval by the President for RAMP administrators, the Provost (for faculty) or Provost/Chancellor for Academic Professionals, depending on whether they are employed in a college or vice chancellor area. These justifications must identify the individual, the job title, the current compensation base, the proposed adjustment, and the justification for that adjustment. This applies to all employees regardless of their reappointment method.

Submit **individual** faculty justifications to Faculty Affairs Human Resources (1253 S. Halsted Street, Ste. 303, m/c 095) or facultyasp@uic.edu using the template available on the FAHR forms page (<http://www.uic.edu/depts/oa/fahr/forms.html>).

Submit **individual** justifications for Academic Professional and Open Range Civil Service employees to UIC Human Resources Compensation Section (WROB Room 369, m/c 264) or alemond@uic.edu.

Any increases that are not approved will be removed from Salary Planner or the HR Front End transaction will be returned accordingly.

3. SURS Limits

Managers should remember that under SURS rules, units are responsible for payment of the increase in pension benefits that may result from an increase in earnings exceeding 6% at the time of an employee's retirement, if applicable. See: <http://www.uic.edu/depts/hr/quicklinks/newsflash/6%2013%2011%20Important%20Changes%20to%20SURS.pdf> for further information.

D. FACULTY AND ACADEMIC PROFESSIONAL SALARY PROGRAM

1. Merit Increases

Salary decisions for Faculty and Academic Professionals should be based on merit, as satisfactory performance is a pre-condition for receiving a merit salary increase. While the sum of increases submitted should not exceed 3.0% of the current total salaries for filled, continuing positions (excluding new hires), individual increases should vary based on performance. In some units, particularly smaller ones, the performance of employees may be similar, warranting the same increase. **These guidelines apply to all faculty and professional staff regardless of funding source.**

Academic Professional employees who have received a Notice of Non-Reappointment based on unsatisfactory performance should not receive a salary increase. Campus HR will monitor to ensure that no increase is given in these situations.

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2. Supplemental Funding for Faculty

Recruiting and retaining the best faculty continues to be one of the highest campus priorities. To support this priority, the campus will provide funds for salary increases for tenure-track and tenured faculty who are promoted effective August 16, 2011. Our rationale is that promoted faculty members should receive a significant salary increase for achieving this milestone, which should perforce be a rare occurrence. We acknowledge that it is difficult to provide significant increases from the relatively small merit salary pools available, and doing so could deprive other worthy faculty from an appropriately-sized merit increase. The campus' goal is to assist so that promotions do not impose an excessive burden on the pool, but we do expect that the colleges will supplement the campus funding with some amount out of the annual merit salary pool.

As noted in the budget guidelines above, the campus will also continue providing supplemental funding for under-represented faculty and for faculty receiving teaching awards.

Please refer to Campus Budget guidelines document for more information about the campus support provided for faculty who achieve tenure or promotion and/or receive teaching awards.

3. Faculty Compensation Practices

For faculty, colleges should continue current policies and practices, including making competitive counter-offers and providing larger increases when faculty are promoted in rank. The potential certification of a collective bargaining unit for any component of faculty and subsequent negotiation of a collective bargaining agreement is unlikely to occur before this year's salary planning process concludes. If in the future a collective bargaining unit for faculty is certified and a contract is negotiated, it may be necessary to review our existing policies and practices.

4. Academic Professional and Postdoctoral Research Associate Minimum

The minimum salary for Academic Professionals and Postdoctoral Research Associates will increase by 3%, from \$27,735 to \$28,567 (for 12-month service at 100% time). The minimum is pro-rated for part-time employees. It is the responsibility of the units to provide funds for costs associated with raising the minimum.

5. Conversion of Academic Professional to Civil Service

Academic Professional employees already converted to Civil Service Open Range classifications are eligible for the salary program the same as other Civil Service Open Range employees. Academic Professional employees to be converted to a Civil Service classification at a future date are eligible for the salary program the same as any other Academic Professional employees. Academic Professional employees already converted to a Civil Service classification in a bargaining unit are not eligible for the campus salary program and will instead receive the increases dictated by their collective bargaining agreement.

E. ASSISTANT SALARY INCREASES

1. Minimum Stipend

The Graduate Employees Organization (GEO) contract specifies that the minimum stipend for Graduate and Teaching Assistants will increase by 2%. The campus has decided to apply the same requirement to Research Assistants. Therefore, the minimum stipend for 50% Graduate, Teaching, or Research Assistants with a nine-month appointment for FY 2012 will increase from \$14,280 to \$14,565. This minimum is applicable to all assistants regardless of funding source except returning and reappointed assistants as identified in section E.3 below. The minimum is pro-rated according to the percent time of the assistant's appointment; for example, the minimum stipend for a 25% appointment over nine months will be \$7,283 for FY 2012.

2. Supplemental Funding for Minimum

The Campus will not provide funding for the costs associated with raising salaries to this new minimum. With the tuition distribution model in place, resources are already flowing to colleges in support of their instructional costs.

3. Returning Teaching and Graduate Assistants

The GEO contract specifies that stipends for returning Teaching and Graduate Assistants should increase by the same rate as the general campus salary program, or increase to the new minimum, whichever is greater. For FY 2012, that means returning assistants should receive a 3% increase.

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4. Returning Research Assistants

The campus has determined that the 3.0% increase specified by the GEO contract should also apply to all returning Research Assistants. These should be managed as across-the-board increases, meaning that the intent is not to pool the increases and give some higher and some lower than the average; all continuing Research Assistants should receive the same 3.0% (or more) increase.

5. Department Discretion

Both the minimum stipend of \$14,565 and minimum increase may be exceeded at the discretion of the employing department.

F. SUPPORT STAFF SALARY PROGRAM

1. Open Range Employees

Salary decisions for Open Range staff should be based on merit, as satisfactory performance is a pre-condition to receive a merit increase. The sum of proposed salary increases for each college and administrative division may not exceed 3.0% of the salaries for filled, continuing positions in this employee group.

The salary range minimums and maximums for Open Range employees will be increased by 3.0%. If an employee's salary falls below the new range minimum, it should be adjusted to at least the new range minimum.

Open Range Civil Service employees who are on probation during the annual salary program may be given a merit increase consistent with the salary guidelines upon successfully completing their probationary period. UIC Human Resources will implement the increase.

2. Collective Bargaining & Prevailing Rate Agreements

Salaries for those support staff subject to Collective Bargaining and Prevailing Rate contracts will be set in accordance with the terms of their appropriate agreements. Units do not need to enter these increases; Campus HR enters increases in accordance with the employee's collective bargaining agreement.

3. Confidential Employees

Confidential, as defined by the IERLRA, refers to Civil Service employees who are assigned to titles covered by a union agreement but are exempt from that agreement based on their status as "confidential." The employees typically receive all of the increases that union members receive, including across-the-board increases and anniversary step increases. Confidential employees may also receive an increase at the same time as Open Range Civil Service employees.

If the employing department wants to grant an increase to a confidential employee when bargaining unit employees are not receiving an increase, it must be sent through on an HR Front End transaction.

It is desirable to match the increase to steps in the negotiated agreement. This will allow the confidential employee to continue to receive negotiated and anniversary increases automatically.

Questions on increases for confidential employees should be addressed to the UIC Human Resources Compensation Section.

G. STUDENT EMPLOYEES SALARY PROGRAM

Contact the Office of Student Employment in Career Services for further information on the salary program for student employees, or visit the [Student Employment website](#).

H. EXTRA HELP EMPLOYEES SALARY INCREASES

The pay rate for a current Extra Help employee should conform to the salary range for the applicable classification to which the Extra Help position is tied. For specific information, contact the Extra Help Coordinator at extension 6-8514.