

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
FY 2017
ADDENDUM TO BUDGET GUIDELINES
Issued January 2017

SALARY RATE INCREASES

A mid-year general personnel salary program consisting of a merit-based 2.0% increment, except where collective bargaining obligations dictate otherwise, was announced by President Killeen in December 2016. The effective date of the increases for academic employees is February 16, 2017 and for civil service is February 26, 2017. This is a prospective program and in no case can increases under this salary program be effective prior to February 2017. As a merit-based program, it is expected that there will be a range of salary increases within a unit. Salary increase decisions for individuals funded with restricted funds are subject to the same guidelines as govern such decisions for individuals funded with State funds. Details by employee category follow, and your revised budget allocation sheet, which will be forthcoming soon, contains the details of your allocation.

Employees who were hired (new hire or new position) on or after August 16, 2016 **or** who received a pay increase in the amount of 2.0% or more effective on or after August 16, 2016 will not generally be considered eligible to receive an increase unless a prior commitment was made. *This excludes faculty promotional increases and increases that resulted from a prize or award earned by the employee.*

As in the past, Provost Office approval is required for specific cases. Note that instructions for obtaining approval are included below. Thus, there is no need to submit a supplementary listing to the Provost Office this year:

- *Salary increases greater than 7%.* Justification should be noted in the comments field of Salary Planner. These will be reviewed by the Provost Office in Salary Planner, therefore, no additional justification is required.
- *Academic salary assignments of \$90,000 that are new appointments or are meeting/exceeding this salary level for the first time* (per Communication No. 3). These will be reviewed by the Provost Office in Salary Planner, therefore, no additional justification is required.
- *Salary increases for individuals hired on or after August 16, 2016 or who received pay increase of 2.0% or more effective on or after August 16, 2016.* These employee records will be hidden in Salary Planner. If you wish to provide an increase on an exception basis, please send an email with the employee name, UIN, and justification to provostbudget@illinois.edu. If approved, the Provost Office will work with AHR or SHR to “unhide” the employee record in Salary Planner to enable you to enter the increase.
- *Zero-percent increases.* Justification should be noted in the comments field of Salary Planner. These will be reviewed by the HR and the Provost office in Salary Planner and therefore, no additional justification is required.

There is no provision for the reallocation of additional funds for salary increases beyond the 2.0% program.

ACADEMIC EMPLOYEES

Tenure-Track Faculty

Promotional increases received by tenure-track faculty on or after August 16, 2016, do NOT disqualify them from participation in the general salary program and are not intended to replace merit increases.

These mid-year increases for employees appointed on a 9/12 or 10/12 month service basis will be prorated per usual procedures.

Academic Professional Employees

Units should have conducted performance appraisals in accordance with campus policies prior to recommending increases. Completed appraisal forms should be retained in the unit.

AP employees who have been issued a notice of non-reappointment based on performance shortcomings should not receive a salary increase.

The minimum salary for 12-month full-time academic professional staff is \$30,826, prorated for FTE and service basis.

These mid-year increases for employees appointed on a 9/12 or 10/12 month service basis will be prorated per usual procedures.

Academic Collective Bargaining Units

Salary increases for employees in these represented categories are governed by the collective bargaining process and negotiated agreements.

Non-Tenure Track Faculty Coalition

The negotiated agreement with the Non-Tenure Faculty Coalition (NTFC) specifies that members are eligible to participate in whatever general salary program is announced, thus they are eligible for this mid-year 2.0% merit-based program.

Promotional increases received by non-tenure track faculty members on or after August 16, 2016, do NOT disqualify them from participation in the general salary program and are not intended to replace merit increases. Consistent with the agreement, any salary determination is at the sole discretion of the unit.

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The minimum salary for a 9-month, full-time non-visiting non-tenure track faculty member is \$40,000.

These mid-year increases for employees appointed on a 9/12 or 10/12 month service basis will be prorated per usual procedures.

Please contact Sharon Reynolds, (sreynlds@illinois.edu or 333-0033) with questions.

Uni Faculty Organization

The negotiated agreement with the Uni Faculty Organization (UFO) specifies that members are eligible to participate in whatever general salary program is announced, thus they are eligible for this mid-year 2.0% merit-based program.

These mid-year increases for employees appointed on a 9/12 or 10/12 month service basis will be prorated per usual procedures.

Please contact Sharon Reynolds, (sreynlds@illinois.edu) or 333-0033 with questions.

Visiting Academic Professionals

The Visiting Academic Professionals (VAP) agreement establishes that all VAP bargaining unit employees who are employed as of August 15, 2016 shall be eligible for a wage increase on their individual appointment renewal date occurring between August 16, 2016 and August 15, 2017.

Therefore, Visiting Academic Professional employees whose appointment renewal date falls between August 16, 2016 and February 16, 2017 are eligible for a 2.0% merit-based program. An employee who is reappointed between February 17, 2017 and August 15, 2017 is eligible for this mid-year 2.0% merit-based program upon his/her individual appointment renewal date.

These mid-year increases for employees appointed on a 9/12 or 10/12 month service basis will be prorated per usual procedures.

Please contact Heather Horn, (hwilson@illinois.edu or 333-0033) with questions.

Graduate Employees Organization

The Graduate Employees Organization (GEO) agreement establishes specific wage provisions, including:

TA/GA – Represented

Minimum: Based on the collective bargaining agreement with the GEO, in AY17, the minimum salary for a 50%, nine-month appointment will be \$16,360.80. Appointments of

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a different duration or percentage shall be figured proportionately. The appointing unit may pay above the minimum amount.

Continuing: Continuing assistants are those who are reappointed in the same job and in the same unit that the assistant held in the previous semester (summer excluded) or within the three previous academic years. Continuing TAs or GAs must receive an increase of at least 2.0% or the new minimum for AY17, whichever is greater. The appointing unit may pay above the minimum percent increment (2.0%) for a continuing TA or GA.

RA/PGA/TAR – Not Represented by handled consistent with the TA and GAs.

Minimum: The minimum salary for a 50%, nine month appointment is being increased to \$16,360.80. Appointments of a different duration or percentage shall be figured proportionately. The appointing unit may pay above the minimum amount.

Continuing: Continuing assistants are those that are reappointed in the same job and in the same unit that the assistant held in the previous semester (summer excluded) or within the three previous academic years. Continuing, non-represented assistants (RA, PGA) must receive an increase of at least 2.0% or the new minimum for AY17, whichever is greater. The appointing unit may pay above the minimum percent increment (2.0%) for a continuing RA or PGA.

Minimum salary ranges can be accessed at:

<http://www.ahr.illinois.edu/grads/grad1617ratesB.pdf>

Please contact Heather Horn, (hwilson@illinois.edu) or 333-0033 with questions.

Processing

Units should use the HR Salary Planner to submit the bulk of their academic salary increase recommendations. Academic Human Resources will manage the academic salary planner processes. The deadline for units to complete all changes is February 19, 2017.

Questions about using the HR Salary Planner for processing Academic salary increases or about the Academic salary program in general should be directed to Stephanie Haas, (shaas@illinois.edu) or Doug Lamb, (dougl@illinois.edu) at 333-6747

CIVIL SERVICE EMPLOYEES

Open Range Employees

It is expected that increases for open range employees, as a group, should match the increases for academic professionals. Current salary maxima will be increased by 2.0%. Salaries for employees at the current maximum will not be raised automatically; it will be

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the units' responsibility to do so. Employees in a probationary period are not eligible for consideration for a merit increase until they have successfully completed their probationary period. These employees will be hidden in Salary Planner. Units are reminded to conduct performance appraisals for all Open Range employees prior to recommending merit increases.

Processing

Units should use the HR Salary Planner to submit their Open Range salary increase recommendations. Staff Human Resources will electronically retrieve the final Open Range increases from units. The deadline for units to complete all changes is February 24, 2017.

Questions about using the HR Salary Planner for processing Open Range salary increases or about the Open Range salary program in general should be directed to Robbie Witt (rswitt@illinois.edu) or Philip Stanton (prstanto@illinois.edu), Staff Human Resources, 333-2136.

Civil Service Collective Bargaining Units and Prevailing Wage Categories

Salary increases for employees in these represented categories are governed by the collective bargaining process and units must consult the appropriate collective bargaining agreement for details concerning salaries. Please contact the Staff Human Resources office if you have questions about specific civil service contract provisions.

For questions related to civil service employees covered by a collective bargaining agreement, please contact Leslie Arvan (arvan@illinois.edu or 333-3105). As always, units are responsible for funding the costs of negotiated agreements.

Wages

There will be no central funds provided on wages, subject to a limited number of exceptions.