Guidelines for Awarding FY 2024 Salary Increases

Introduction
President Benson has approved an aggregate allocation of (6%) of current salaries to address faculty and staff merit increases, staff pay plan adjustments, salary compression, internal equity, and external demand for certain positions. The following information is provided to guide you through the awarding process.

Funding
Allocations will be provided for core funds (state funds, designated tuition, and mandatory fees). Specific amounts for schools, departments, or divisions will be determined and communicated by the provost, dean, or vice president of the area.

Authorization for Salary Increases
Deans and vice presidents are authorized to award salary increases to address meritorious performance, staff pay plan adjustments, salary compression, internal equity, and external demand for certain positions in their respective units.

Total salary increases may not exceed the aggregate authorized amount for the school/division. Units must certify that any salary increases and associated benefits awarded in excess of the unit’s calculated allocation can be sustained from existing funds indefinitely. All amounts exceeding the calculated allocation will be provided to the President or Provost for review.

Dean or vice president approval in eMerit serves as certification for the following criteria outlined in this document:

- Merit increases were awarded to employees that meet the eligibility criteria, and
- Based on performance, an employee with an overall appraisal rating of “Meets Expectations” or above received at least a 3% salary increase this year.

Processing and Timeline
The FY 2024 merit process will begin in June and will be completed in the eMerit application in PeopleSoft as follows:

- **June 19, 2023**: eMerit will be opened for units.
- **June 28, 2023**: Last day to submit eMerit requests.

All other faculty and staff salary increases, including any one-time merit payments and changes to the staff pay grades will be effective September 1, 2023, and reflected in October 1, 2023 paychecks.

The salaries of employees who are direct reports of the President and the Provost will not be included in the calculation of the school/division allocations, and those employees will be moved to the President and Provost’s workbooks.

Salary increase allocations for core funds will be transferred by the Budget Office in September. For all non-core funds, the Budget Office will provide salary program amounts, but the unit’s current budget must be utilized to fund merit and any other salary increases along with additional benefits associated with those increases.

The Budget Office will distribute additional guidelines to process these increases in eMerit.
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Eligibility and Increases
Merit increases are awarded based on employee performance and granted to employees whose performance and productivity are sufficient to earn an increase. Merit increases are granted to those employees who consistently perform at or above what is normally expected and required of their job.

Supervisors are responsible for recommending a merit increase based on the employee’s performance as documented in a current year performance evaluation, and individual increases will vary among employees. In general, merit increases may be awarded to individuals in a range between zero (0) and ten (10) percent, and employees with an overall appraisal rating of “Meets Expectations” or above on their most recent performance evaluation are to receive salary increases of at least 3% of their current salary. Employees with a lower overall rating are to receive an increase lower than three (3) percent (0% to 2.99%).

Salary merit increases may be granted to faculty and staff members when:

- They have been employed in their current job for at least six (6) continuous months before the effective date of the increase.
- At least six (6) months have elapsed since the employee’s last promotion, salary increase, or one-time merit payment.
- Employees receiving salary market adjustments, salary increases due to reclassification or promotion and faculty tenure promotions will also be eligible for the merit increases if those changes are effective as of September 1, 2023.

Individual salary increases will be recommended by supervisors within each school/division, with final decisions to be determined by the respective dean, vice president, or the provost or president based on established protocols for the academic and administrative units.

Increases Greater than 10%
Executive approval is required for all proposed faculty and staff salary increases greater than 10%. This applies to the cumulative value of all increases that may be awarded, including market, internal equity, merit, position reclassification or promotion. (Requests for market assessments, reclassifications, and promotions were due by March 31, 2023, to Human Resources for review and are no longer accepted.)

The Budget Office will provide Human Resources with a list of employees with increases exceeding 10% for review and processing. Human Resources will, in turn, forward academic unit requests to the Provost for approval, and administrative unit requests will be forwarded to the President, after the normal protocol of approvals within the schools/divisions and the HR review is complete.

The required executive approval should not be viewed as discouraging increases greater than 10% when the employee has earned such an increase, but rather as an administrative check aimed at ensuring institutional consistency and equity.

For questions or additional details, please review the UTD Compensation Standards and Practices at http://www.utdallas.edu/hr/compensation/standards/.

Classified Staff Pay Ranges
If an employee’s performance and productivity are sufficient to earn a merit increase, and the employee’s current annual salary is at the maximum of the pay grade, a one-time merit payment (see below) must be made in lieu of an increase in base salary. All employees must be paid at least the minimum for their assigned pay range. For salaries falling under the designated pay grade, an adjustment will be necessary to ensure the employee’s salary falls within the range for the pay grade of their job.
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As of September 1, 2023, the new minimum hourly rate for staff is $17/hr.

**One-Time Merit Payments**
One-time merit payments will be effective September 1, 2023 and may not exceed 10% of the employee’s current base pay within a fiscal year without executive approval. Justification for a one-time merit payment in excess of 10% must be submitted to the Chief Human Resource Officer (CHRO) by the appropriate dean or vice president for executive approval.

**Market Adjustments**
A market adjustment is a change in pay rate/salary based on external salary data for similar positions. The deadline to submit a market adjustment, promotion, title change, or reclassification review request to Human Resources was March 31, 2023, and no additional requests will be accepted. A status update on the requested action was provided to the School/Division. Departments can now see status information by accessing the ePREM workflow request(s) directly. Any approved increases will be effective September 1, 2023.

**Additional Resources**

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<td>Eligibility and Increases</td>
<td>Celeste Burnett, Director of Employment and Compensation</td>
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