

 **2018/2019 Annual Salary Increase Guidelines**

* All UEC staff employees, regardless of classification (other than Faculty and State Staff on overload who follow state policy and student employees) are eligible to receive up to a **3% General Salary Increase (GSI)** at the beginning of the budget period for that department/program.
* This GSI is currently optional depending on available funding for the department/program but if offered, should be given equally to all employees. *You must have funds in your department/project budget for the budget period 2018/2019 and subsequent years to cover any approved GSI salary increases.*
	+ At a minimum you should budget for GSI increases annually, though please be advised this amount is subject to change annually.
	+ PTR’s need to be submitted to UEC Human Resources by authorized personnel at least 4 days prior to the effective date. Retroactive GSI increases are not permitted.
* All UEC employees, regardless of classification, with greater than 6 months of service (other than Faculty and State Staff on overload who follow state policy and student employees) may be eligible for a **Pay for Performance (PFP)** increase at the beginning of the budget period for that department/program. This would be in addition to the GSI if available funding exists for the department/program and if warranted by performance. *You must have funds in your department/project budget for fiscal year 2018/2019 and subsequent years to cover any approved PFP salary increases.*
	+ This PFP increase is a **pool amount not to exceed 2%** for the entire department/program staff salary line budget combined. For example, if your departments total staff salary line is $100,000, the maximum departmental increase for PFP for all department employees combined would be:

$100,000 x 1.02% = $102,000 ($2,000 can be used for increases)

* + Departments must submit a ***GSI-PSP Recommendation form*** (available on our website under “Performance”) to UEC Human Resources for review and approval along with performance appraisals and prior to submission of any PFP increase PTR’s.
	+ PFP’s are requests only and will only be approved and processed by HR under the following considerations:
		- Performance appraisals must be completed and submitted (or already on file for the 2017-18 year)
		- Employee overall rating must “Meet Expectations” or above
		- PTR’s need to be submitted to UEC Human Resources by authorized personnel at least 4 days prior to the effective date. Retroactive PFP increases are not permitted.
	+ Do not notify any employee of your intent to award a PFP unless and until approved by HR
* **No single employee may receive an increase in excess of 5% GSI and PFP combined.**

***All Percentages subject to change annually***

**Other Considerations**

* **Market/Equity adjustments** may be requested by Director’s/Principal Investigators in writing to UEC Human Resources for review. Written justification will be required. Upon review HR will determine if an adjustment is warranted based on comparability analysis and make a recommendation. Adjustments ***may*** be approved retroactive to the date the request was received by HR. Recommendations in excess of 10% require approval from the Executive Director.
* Requests for **Promotions/Changes in classification** must be discussed with HR. Additional documentation and justifications, such as new job descriptions may be necessary. May require recruitment.
* California has mandatory minimum wage increases which will affect some position pay scales going forward.
	+ Non-Exempt Employees Minimum Wage table is as follows:

|  |  |  |
| --- | --- | --- |
| **Year\*** | **Minimum Wage/Hour** | **% Increase** |
| 2018 | $11.00 |  |
| 2019 | $12.00 | 9.09% |
| 2020 | $13.00 | 8.33% |
| 2021 | $14.00 | 7.69% |
| 2022 | $15.00 | 7.14% |
| 2023-? | TBD based on inflation each year | TBD |

 **\*Effective January 1 each year**

* + Exempt Employees Minimum Wage table is as follows:

|  |  |  |
| --- | --- | --- |
| **Year\*** | **Minimum Wage/Month** | **% Increase** |
| 2018 | $3,813.26 |  |
| 2019 | $4,160.00 | 9.09% |
| 2020 | $4,506.67 | 8.33% |
| 2021 | $4,853.33 | 7.69% |
| 2022 | $5,200.00 | 7.14% |
| 2023-? | TBD based on inflation each year | TBD |

 **\*Effective January 1 each year**

*Should you have any questions regarding the 2018/2019 Annual Pay Increase Guidelines, please contact UEC Human Resources at 909-537-7589. We are here to help!*