

2025 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 **2% 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 who have worked 6 months or more. *You must have funds in your department/project budget for the budget period 2025/26 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 2025/2026 and subsequent years to cover any approved PFP salary increases.*
 - This PFP increase is an **amount not to exceed 3%** at the beginning of the budget period for that department/program.
 - 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 2024-2025 year)
 - Employee overall rating must "Meet Expectations" or above
 - PTRs 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.

Should you have any questions regarding the 2025 Annual Pay Increase Guidelines, please contact UEC Human Resources at uec-hr@csusb.edu or 909-537-7589. We are here to help!