

- Frequently Asked Questions Regarding Research Foundation Salary Increase Guidelines -

Q. What are the eligibility criteria for awarding salary increases?

A. To be eligible for a **merit** increase, the employee must have been actively employed and on the payroll on June 30 and have completed six months of service on or before June 30. **Employees with less service may receive a merit increase upon completion of six months of service. The amount of the merit increase is to be calculated on the June 30th salary.**

Q. What is meant by current salaries?

A. MSG funded employees - current salaries are those in effect on June 30 for July 1 increases.

Sponsored grant or contract employees - current salaries are those in effect on June 30 for increases effective July 1, or the date immediately prior to the project anniversary date for increases effective on the project anniversary date.

Q. When should the increases be effective?

A. Increases must be effective on July 1 for all MSG funded employees.

For all sponsored grant or contract employees, the increases must be effective on either July 1 or the project anniversary date. If the project anniversary date is selected as the effective date for salary increases, then this date must apply to all employees funded by the grant/contract.

Use of a different date other than those indicated above, when required for budgetary reasons, must be documented in writing by the Project Director and submitted with the Employee Change Form.

Q. What is the order in which salary increases should be calculated?

A. An across-the-board (ATB) increase is to be applied first followed by addition of any required increase to grade minimum (if applicable), then, any additional amount processed as a merit under the current guidelines. Merit amounts are to be calculated based on June 30 salary or hourly rates.

Q. I have limited funding available. Is there any exception to the salary range minimums?

A. There are no exceptions to salary range minimums. Full time equivalent salaries, or hourly rates, must meet the minimum of the applicable salary range.

Q. Can I award an employee both a one-time merit increase not added to base salary and a merit increase added to base salary in the plan year?

A. Yes, you can award an employee both a one-time merit increase not added to base salary (*aka 'lump sum payment'*) and a merit increase added to base salary in the current plan year. **The sum total of merit awards added to base salary, plus those paid as a one-time payment, must be within approved merit limits.** However, the employee must meet the eligibility criteria for the merit increase as outlined above, and you must provide written justification or explanation for one-time payments which is subject to review and approval.

Q. Am I required to award an employee the maximum merit amount allowable?

A. You can award the employee any amount up to the maximum allowable merit, based on availability of funds and taking into consideration such factors as individual performance, attendance, and overall contribution to the work unit and the University.

Q. I have an employee who is charged to several different Research Foundation accounts and only one account can support the full salary increase. Can I pay the increase out of one account?

A. Yes, you may have one grant support the increase; however, the % of effort on the grants will change if you do so. You should consult with the Research Foundation Payroll Services Office (x46350) for assistance in determining the new percentages. You will also need to submit Employee Change Forms for each grant to change salary and/or FTE/%, as appropriate, when you opt to do this.

Q. Are performance programs and evaluations required for employees?

A. Yes, performance programs and evaluations are required for administrative employees (employees on institutional overhead grants), and are encouraged for sponsored-program employees for the upcoming cycle of July 1, 2024 through June 30, 2025. In order for a performance program to be generated, a job description must be on file in the JD application through Self-Serve (Human Resources/F1/JD). Job descriptions should be on file through Self-Serve for all Research Foundation employees.