



**MEMORANDUM**

TO: President Eric J. Barron  
Provost & Vice President for Academic Affairs Garnett Stokes  
Vice President Mary Coburn  
Vice President Tom Jennings  
Vice President Liz Maryanski  
Vice President Gary Ostrander  
Vice President Sally McRorie  
Deans, Directors, Department Heads and Chairs

FROM: Kyle C. Clark, Vice President for Finance & Administration

A handwritten signature in black ink, appearing to be "K.C. Clark", written over the printed name.

SUBJECT: 2013-2014 Faculty, Staff, and Graduate Assistants Legislative Salary Increase

DATE: September 4, 2013

This memorandum addresses the implementation of Senate Bill 1500 for competitive pay adjustments.

The plan is outlined below. This salary increase is subject to Collective Bargaining where appropriate.

**Faculty, Staff, and Graduate Assistants**

- For employees with a base rate of pay of \$40,000 or less on September 30, 2013, an annual increase of \$1,400
- For employees with a base rate of pay greater than \$40,000 on September 30, 2013, an annual increase of \$1,000; provided however, in no instance shall an employee's base rate of pay be increased to an annual amount less than \$41,400
- For part-time employees, the annual increase shall be pro-rated by FTE based on the annual rate of pay on September 30, 2013.

**Effective Date and Base Rate for Calculation**

The increase for eligible employees will be effective starting on October 1, 2013, and will be first reflected in the paycheck received on Friday, October 18, 2013.

Increases will be based on September 30, 2013 base rate and will be implemented centrally by ERP and HR.

**Eligibility**

Faculty, A&P, and USPS employees must be employed by FSU (in a salaried position) on or before September 30, 2013 and be in active payroll status on October 1, 2013, to be eligible.

**Graduate Assistants** must be employed by FSU on or before September 30, 2013 and be in active payroll status on October 1, 2013 to be eligible.

**Faculty** employees must have received a satisfactory evaluation, or, if no evaluation has been done, meet their required performance standards. Faculty employees who have been given notice of non-renewal for non-budgetary reasons (other than contingent non-renewals) before October 1, 2013, are not eligible for the salary increase.

**A&P and USPS** employees must have received a satisfactory evaluation, or, if no evaluation has been done, meet their required performance standards. A&P employees who have been given notice of contract cancellation or non-renewal for non-budgetary reasons (other than contingent non-renewals) before October 1, 2013 are not eligible for the salary increase.

### **Other Requirements**

**Employees Not in Pay Status**-Employees in a salaried position who are not in pay status on October 1, 2013 but who return to pay status before June 30, 2014, will receive the salary increase at that time, as long as they meet all the eligibility requirements outlined above. Such delayed payments shall be effective on the date the employee becomes eligible. It will be the department's responsibility to initiate the request for the salary increase via pPAF and provide a funding source at that time. This does not apply to Graduate Assistants.

### **Reporting Ineligible Employees to Human Resources**

It will be the responsibility of the respective department to notify Renisha Gibbs, [rgibbs@admin.fsu.edu](mailto:rgibbs@admin.fsu.edu), (non-faculty) or Susannah Miller, [scmiller@fsu.edu](mailto:scmiller@fsu.edu), (faculty) in the Office of Human Resources, in writing by September 27, 2013, of any employees who should not receive the salary increase due to documented unsatisfactory performance. HR will be responsible for communicating ineligible employees to the Budget Office and ERP.

### **Funding for the Salary Increase**

**E&G Funded Employees** The increases for these employees (OMNI fund codes 110, 121, 160, and 210), will be funded by the University. The University will receive funds effective October 1, 2013, from the funds in specific Appropriation 1950A. Funds are provided to grant each eligible employee of the State University System whose position is funded by Education & General funds a competitive pay adjustment contingent upon all other eligible University employees receiving the competitive pay adjustment. Unlike prior years, this year the Legislature made salary increases to E&G funded employees contingent upon comparable salary increases to non-E&G funded employees.

**E&G Carryforward Funded Employees**- The increases for these employees (OMNI fund codes 126, 140, and 240), will be funded from the department's Carryforward resources.

**Non-E&G Funded Employees** Eligible employees whose salaries are funded from contract, grant, auxiliary, student activities, technology fee, or financial aid non-E&G administrative funds will receive the salary increase. In the event that these salary increases are not permitted by the terms of the contract or grant, the department shall notify Sponsored Research Services or the FSU Research Foundation to attempt to have the contract or grant modified, or in the event adequate funds are not available, the departmental, auxiliary or other fund managers shall work with their vice presidents to secure additional funding. Should you have any questions, please call Michael Lake at the Budget Office, 644-2478.

**Status of Negotiations**

Wages are subject to negotiations with the various bargaining units on campus. If agreements with these unions are not completed by the effective dates, this increase will be implemented at a later date and will not be retroactive.

Should you have any questions, please don't hesitate to contact us.

Thank you.

KCC/gf

Cc:

Michael Barrett  
Anne Blankenship  
Lorrie Harvey  
Perry Crowell  
David Coburn  
Gail Friedrich  
Renisha Gibbs  
Phaedra Harris  
Carolyn Egan

Lynn Wicker  
Michael Williams  
Beverly Miller  
Susannah Miller  
Olivia Pope  
Lesley Sacher  
Eric Algoe  
Michael Lake  
Lisa Scoles