



**MEMORANDUM**

TO: President John Thrasher  
Provost Sally McRorie  
Vice President Amy Hecht  
Vice President Tom Jennings  
Vice President Gary Ostrander  
Vice President Janet Kistner  
Vice President Stanley Wilcox  
Deans, Directors, Department Heads

FROM: Renisha Gibbs, Associate Vice President and Finance & Administration Chief of Staff  
Michael Lake, Chief Budget Officer, University Budgets

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

SUBJECT: 2017-2018 In-Unit & Out-of-Unit Staff Salary Increases

DATE: August 31, 2017

This memorandum reflects provisions and instructions pertaining to the administration of 2017-2018 salary increases for staff employees (A&P and USPS). This increase has been negotiated with the American Federation of State, County, and Municipal Employees (AFSCME) Bargaining Unit and is pending ratification.

Salary increases for the Professional Health Care Unit (FNA) and the Law Enforcement Unit (PBA) employees will be implemented according to their respective collective bargaining agreements.

OPS employees are not included.

**Intent:**

The University plans to implement a 1.5% pay adjustment for all eligible staff employees for fiscal year 2017-2018. The pay adjustment, effective September 22, 2017, will be based on the June 30, 2017, base rate of pay.

Additionally, a merit pool based on 1% of employees' salaries as of June 30, 2017, will be used to distribute merit increases to eligible employees based on the business needs of the University. Such merit increases will be effective on December 1, 2017.

**1.5% Pay Adjustment:**

- Employee eligibility for the 1.5% pay increase will be determined by the following criteria:
  1. Employed by FSU (in a salaried position) on or before January 2, 2017, have continuous employment, and be in active payroll status on September 22, 2017; and
  2. At a minimum, the employee must have received a “Satisfactory” performance evaluation on the most recent performance evaluation, or if no evaluation has been done, must be meeting his/her required performance standards.
  3. A&P employees who have been given notice of non-renewal or contract cancellation for non-budgetary reasons (other than contingent non-renewals) before September 22, 2017, or due to specific provisions in the Employment Agreement are not eligible for the increase.
  
- The pay adjustment will be entered systematically. It will be the responsibility of the respective department to notify Tracey Pearson ([tvpearson@fsu.edu](mailto:tvpearson@fsu.edu)) in Human Resources, in writing, of any employee who should not receive the pay adjustment due to documented unsatisfactory work performance, non-renewal, contract cancellation, or provisions in the Employment Agreement, by September 22, 2017. Human Resources will be responsible for communicating ineligible employees to the Budget Office and ERP.
  
- Employees not in pay status on September 22, 2017, but who return to pay status before June 30, 2018, will receive the 1.5% pay adjustment at the time they return to pay status, as long as they meet all other eligibility criteria outlined above. It will be the department’s responsibility to initiate the request for the salary increase via the proper Human Resources guidelines and provide a funding source at that time. This pay adjustment will not be retroactive.

**1% Merit Pool:**

- On or about October 31, 2017, the Budget Office will provide to each Vice President, Dean, or Director their respective merit pool amounts per funding category and collective bargaining status equivalent to 1% of employees’ salaries as of June 30, 2017. Such merit increases will be effective on December 1, 2017.
  
- To be considered eligible for a merit increase, an employee must meet the eligibility criteria outlined below:
  1. Employed by FSU (in a salaried position) on or before July 1, 2016, have continuous employment, and be in active payroll status on December 1, 2017;
  2. At a minimum, the employee must have received an “Above Satisfactory” performance evaluation on the most recent performance evaluation as of September 8, 2017;
  3. Employee must have no sustained disciplinary action taken since July 1, 2016. This includes official oral and written reprimands, suspensions, dismissals, and involuntary or voluntary demotions that were associated with disciplinary actions;
  4. A&P employees who have been given notice of non-renewal or contract cancellation for non-budgetary reasons (other than contingent non-renewals) before December 1, 2017, are not eligible for a merit increase; and
  5. Employee must not have received a merit increase in the six (6) months prior to the effective date of the increase.

- Each unit will be provided spreadsheets with instructions from the Budget Office outlining the pools available for merit awards. It is the intention of the University that 100% of these merit pools will be awarded. As a reminder, these merit increases are intended to reward staff employees for exemplary performance, beyond the minimum expectations of their job. A proposal to award merit increases to all members of a department/unit would be inconsistent with the intent of these awards and will not be approved.
- The final list of names and corresponding awards from each unit will be due back to the Budget Office by November 14, 2017, before HR implementation.

**Funding for Pay Adjustment and Merit Pool:**

- **E&G Funded Employees:** Pay adjustments and/or merit increases for eligible employees whose salaries are funded through E&G sources will be funded by the University. OMNI fund codes include 110, 121, 210, and 211.
- **E&G Carryforward Funded Employees:** E&G Carryforward funded employees will be funded from the unit's Carryforward resources. OMNI fund codes include 126, 140, 240, and 241.
- **Non-E&G Funded Employees:** It is strongly recommended that eligible employees whose salaries are funded from contract, grant, auxiliary, student activities, technology fee, or financial aid non-E&G administrative funds receive the salary increase, provided that resources are available within said funds. Departments should notify the Budget Office in writing of any non-E&G budgets that will not have funds for the pay adjustments/merit increases as soon as possible.

Should you have questions, please contact Renisha Gibbs or Michael Lake.

Thank you.

cc: Michael Barrett      Beverly Miller  
Paul Harlacher      David Coburn  
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