



## **MEMORANDUM**

TO: Interim President Garnett Stokes  
Interim Provost Sally McRorie  
Vice President Mary Coburn  
Vice President Tom Jennings  
Vice President Liz Maryanski  
Vice President Gary Ostrander  
Deans, Directors, Department Heads

FROM: Renisha Gibbs, Assistant Vice President for Human Resources/  
Finance & Administration Chief of Staff  
Michael Lake, Director, University Budgets

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

SUBJECT: 2014–2015 In-Unit & Out-of-Unit Staff Salary Increases

DATE: September 2, 2014

This memorandum reflects provisions and instructions pertaining to the administration of 2014–2015 salary increases for staff employees (A&P and USPS). This increase has been negotiated with the AFSCME Bargaining Unit.

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

OPS employees are not included.

### **Intent:**

For fiscal year 2014–2015, the University plans to implement a 1.5% pay adjustment for all eligible staff employees. The pay adjustment, effective September 12, 2014, will be based on the June 30, 2014 base rate of pay. Additionally, a merit pool based on 1.5% of employees' salaries as of June 30, 2014, 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 November 7, 2014.

### **1.5% Pay Adjustment:**

- In order to be eligible for the 1.5% pay adjustment, an employee must meet the following criteria:
  1. Employed by FSU (in a salaried position) on or before June 30, 2014, have continuous employment, and be in active payroll status on September 11, 2014;

2. At a minimum, the employee must have received a “Meets” performance evaluation, or if no evaluation has been done, must be meeting his/her required performance standards; and
  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 11, 2014, 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) in Human Resources, in writing, of any employee who should not receive the pay adjustment due to documented unsatisfactory work performance or non-renewal or contract cancellation by September 11, 2014. Human Resources will be responsible for communicating ineligible employees to the Budget Office and ERP.
  - Employees not in pay status on September 11, 2014, but who return to pay status before June 30, 2015, 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.

**1.5% Merit Pool:**

- On or about September 24, 2014, the Budget Office will provide to each Vice President, Dean or Director their respective merit pool amounts per funding category equivalent to 1.5% of employees’ salaries as of June 30, 2014. Such merit increases will be effective on November 7, 2014.
- 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 January 1, 2014, have continuous employment , and be in active payroll status on November 6, 2014;
  2. At a minimum, the employee must have received an “Above Satisfactory” or “Above Performance Standards” performance evaluation;
  3. Employee must have no sustained disciplinary action taken since January 1, 2014. 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 November 6, 2014, 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 award. 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 October 15, 2014, 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, 160 and 210.
- **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 and 240.
- **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 adjustment/merit increases as soon as possible.

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

Cc:

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