



MEMORANDUM

TO: President Richard McCullough
Provost Jim Clark
Vice President Michael Alford
Vice President Carolyn Eagan
Vice President Amy Hecht
Vice President Janet Kistner
Interim Vice President Michael Hartline
Interim Vice President Mark Riley
Deans, Directors, Department Heads

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

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

SUBJECT: 2022-2023 Salary Increase and Minimum Wage Pay Adjustment for In-Unit & Out-of-Unit Staff

DATE: August 4, 2022

This memorandum outlines provisions and instructions pertaining to the administration of a 5% salary increase and minimum wage pay adjustment for A&P and USPS employees. OPS employees are excluded.

The University has reached tentative agreement with the American Federation of State, County, and Municipal Employees (AFSCME) to implement the salary increase and minimum wage pay adjustment for in-unit employees. The agreement is pending ratification.

Any ratified 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.

Intent:

The University will implement the 5% salary increase, effective September 2, 2022. The increase will be based on the June 30, 2022, base rate of pay.

The University will also implement a minimum wage pay adjustment, effective September 16, 2022, to bring salaried employees' annual base rate of pay to a minimum of \$31,320.00 (\$15.00 per hour calculated using the University's 26.1 pay periods).

Non-salaried employees (OPS) will follow the state's minimum wage requirements, increasing to \$11.00 per hour effective September 30, 2022.

5% Salary Increase:

Eligible employees (must meet all criteria):

- Continuously employed by FSU, in a salaried position, on or before January 3, 2022;
- Designated as "Active" payroll status on September 1, 2022; and
- At a minimum, rated as "Satisfactory" on the most recent performance evaluation. Absent a current performance evaluation, the employee must be meeting required performance standards.

Ineligible employees:

- A&P employees who have received notice of non-renewal or contract cancellation.
- Employees with specific provisions in the Employment Agreement that disqualify them from receiving a salary adjustment.

The salary increase will be entered through an automated process. It is the responsibility of the appropriate department representative to notify Tracey Pearson via email (tvpearson@fsu.edu) of any employee who is not eligible to receive the salary increase due to either of the ineligibility reasons outlined above no later than September 1, 2022. Human Resources will be responsible for reporting ineligible employees to the Budget Office and ERP.

Employees not in "Active" payroll status on September 1, 2022, who return to active status before June 30, 2023, will receive the 5% salary increase upon their return to active status contingent upon meeting all other eligibility criteria outlined above. If an ineligible employee meets performance standards after the salary increase implementation date on or before June 30, 2023, the employee shall receive the salary increase at that time, but not retroactively. It will be the department's responsibility to initiate the request for the increase by submitting an ePAF.

Minimum Wage Pay Adjustment:

Effective September 16, 2022, salaried employees earning less than \$31,320.00 will receive a pay adjustment to bring their annual base salary to \$31,320.00 based on a 1.0 full-time equivalency. The salary adjustment will be based on an employee's September 15, 2022, annual base rate of pay.

Human Resources will initiate the pay adjustment for all impacted employees.

A new Staff Compensation structure will be implemented later this fall to begin addressing internal compression from this change and further align staff roles with the market.

Funding for Salary Increase and Minimum Wage Pay Adjustment:

- **E&G Funded Employees:** The salary increase and/or minimum wage pay adjustment 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:** Eligible employees whose salaries are funded from contract, grant, auxiliary, student activities, technology fee, or financial aid non-E&G administrative funds may receive the salary increase contingent on available funding. Departments should notify Katie Perkins via email (kperkins@fsu.edu) of any non-E&G budgets that will not have funds for the salary increase no later than August 26, 2022. It is expected that all departments will identify funding to implement the minimum wage adjustment. If any department does not have funding to implement the minimum wage adjustment, please contact Katie for assistance in identifying funding.

Should you have questions, please contact Renisha Gibbs or Katie Perkins.

Thank you.

cc: Rick Burnette Luanne Brown Kerry Peluso
Paul Harlacher Michael Williams
Shelley McLaughlin Phaedra Harris
Gail Friedrich Tracey Pearson