**UTHSC Salary Increase Guidelines**

**FY 2017**

The Health Science Center is implementing a two-step salary increase plan for FY 2017. The plan will consist of a 3.0% across-the-board increase. Increases will apply to all regular faculty and staff. It will have a $1000 minimum and will be prorated appropriately for part-time faculty and staff.

***Across-the-Board Increase:***

* All regular, full-time employees will receive a 3.0% across-the-board increase effective July 1, 2016.
  + The minimum increase will be $1000 per year.
  + Increases for 9-month faculty will be effective August 1st.
* Post-retirement service employees may receive this increase in accordance with their post-retirement contract.
* The $1000 minimum does not apply to HSC Faculty whose annual planned income (i.e., total salary from all sources) exceeds $65,000.
* To receive an increase under this guideline, employees must be on the payroll June 30, 2016.
* Employees who are “regular” faculty, exempt staff, and non-exempt staff are eligible for the raise.
* Self-funded, auxiliary, and restricted sources ***must*** provide funding for eligible employees.
* Term employees, graduate students, and medical residents will ***not*** receive an across-the-board increase.
* Regular, part-time employees will receive the increase with the minimum amount pro-rated according to their percent appointment.
* Non-regular appointments such as ADAs do not qualify for the across-the-board increase.
* Raises do not apply to salaries charged to agency funds established for faculty practice plans or other identified clinical salaries (i.e., by account number).
* The across-the-board increase will be withheld for unsatisfactory performance in accordance with documentation provided through annual employee evaluations on file with Human Resources ***no later than Wednesday, June 22, 2016***. The following must be met regarding the documentation to withhold the across-the board increase:
  + The employee is notified in writing by their respective department head they are being denied the increase due to unsatisfactory work performance and the reason for the denial.
  + The Chief Business Officer submits the names, personnel numbers, and copies of the documentation of unsatisfactory performance to the UT System Chief Financial Officer **by July 3, 2016.**
  + Employees being denied an increase shall be granted an opportunity to respond either orally or in writing to the head of the campus. If the denial is sustained, a letter shall be provided to the Chief Business Officer of the campus.
  + If work performance is deemed satisfactory during FY 2017, the respective salary increase may be given to the employee at that point in time. Under no circumstances should the increase be given after June 30, 2017, nor shall it be retroactive. Appropriate documentation illustrating the employee’s change in performance should be approved by the Chief Business Officer of the campus.
* The UT System Payroll Office will calculate and enter the across-the-board increase. Department processing of papers for this increase is not required.