# UTHSC SALARY INCREASE GUIDELINES

# FY 2021 Non-Recurring Additional Payment

The Health Science Center will fund a general faculty and staff salary payment of 1% across-the-board for full-time and part-time regular staff and faculty who were employed on January 1, 2021.

**General Guidance and Exclusions**

The UT System Payroll Office will centrally institute the process for issuing these across-the-board payments based on current salaries of all eligible employees employed on January 1, 2021 for **1HRL** and **1REG** wage types with exclusions noted below. Self-funded E&G, auxiliaries, and restricted funds are required to implement the increase, according to the guidelines, and provide the necessary funds. The budget office will help to coordinate the appropriate funding sources for a June 17, 2021 payout.

This non-recurring salary plan will have the following exclusions:

* Employees not employed on January 1, 2021
* Medical residents, graduate students and post docs
* Personal service contracts
* Non-service stipends, fellowships, and trainee payments
* Employees whose salaries are paid from county funds (county-funded portion only)
* Non-UT Student Assistants (job class 50910)
* Employees who are separating from service prior to July 1, 2021 separating on or before
  + July 1st for monthly payroll or
  + August 1st for nine month academic and flex-year appointments.

# FY 2022 Market and Merit Increases

The Health Science Center is implementing a three-step salary increase plan for FY 2022. The plan will consist of a 3.0% market increase (with a $1,500 minimum), a 1.0% merit pool and an increase in the minimum pay rate to $16.00/hour. Increases will apply to all regular faculty and staff. Merit pools will be established for each group of “regular” employees (faculty, exempt staff, and non-exempt staff).

***Market Increase:***

* All regular, full-time employees will receive a 3.0% increase effective July 1, 2021.
  + The minimum increase will be $1,500.
  + 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 $1,500 minimum does not apply to HSC Faculty whose annual planned income (i.e., total salary from all sources) exceeds $50,000.
* To receive an increase under this guideline, employees must be on the payroll June 30, 2021.
* Employees who are “regular” faculty, exempt staff, and non-exempt staff are eligible for the raise.
* Regular, part-time employees will receive the increase with the minimum amount pro-rated according to their percent appointment.
* Self-funded, auxiliary, and restricted sources ***must*** provide funding for eligible employees.
* Term employees, graduate students, medical residents and post docs will ***not*** receive a market increase.
  + Postdocs transitioning to regular exempt staff on July 1, 2021, do not qualify for the market increase.
* Non-regular appointments such as ADAs do not qualify for the market 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 market increase will be withheld for unsatisfactory performance in accordance with documentation provided through annual employee evaluations on file with Human Resources for staff and Academic Affairs for faculty ***no later than Friday, June 25, 2021***. The following must be met regarding the documentation to withhold the market 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, 2021.**
  + Employees being denied an increase shall be granted an opportunity to respond either orally or in writing to the Chancellor. 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 2022, 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, 2022, 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 market increase. Department processing of papers for this increase is not required.

***Merit Pool Increases***

* A merit pool of 1.0% will be established for each college and division of campus administration and will be allocated by employee group (faculty, exempt, and non-exempt).
* Term employees, graduate students, medical residents and post docs are ***not*** eligible for a merit increase.
  + Postdocs transitioning to regular exempt staff on July 1, 2021, do not qualify for the merit increase.
* All merit increases will be effective **July 1, 2021** for monthly paid employees and for bi-weekly paid employees.
* Each Dean and Vice Chancellor must prepare a distribution plan for this pool for the Chancellor’s approval under the following guidelines:
  + Increases must average 1.0% by college or division for unrestricted E&G funds (i.e., state funded).
  + Increases for self-funded, auxiliary, or restricted fund increases must average 1.0%, and not more.
  + Funds from one employee group can only be transferred to another group as follows:
    - From faculty to exempt or non-exempt employee groups
    - From exempt to non-exempt employee group.
* Increases that exceed 10% must be submitted for further approvals.
* All employees are eligible for a merit increase who “meet expectations” or greater in their **2020** annual evaluation.
* In accordance with the Faculty Handbook, faculty who receive a “needs improvement for rank” or “unsatisfactory for rank” evaluation are not eligible for a merit increase.
* Employees must have successfully completed their 180-day probationary period before June 30 to be eligible for a merit increase.
* After the merit raises are determined, if there is a balance left in a pool, it can be allocated for equity or market adjustments within the employee group.
* **Each College and Vice Chancellor Department must submit Merit Raise Plans to Finance and Administration for campus approvals no later than Friday, June 28, 2021.**
* All merit raise plans also require the approval of the University’s Chief Financial Officer and will be generally presented to the Board of Trustees at their October 2021 meeting.

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