



***2019 SALARY INCREASE GUIDELINES
and TIMELINE
FOR
NON-UNION EMPLOYEES***



June 2019

2019 Salary Increase Program – Timeline

<u>Action</u>	<u>Date</u>
2019 Salary Increase Planning spreadsheets distributed to managers	5/3/19
Managers notify employee's self-appraisals are due by 5/10/19	5/3/19
Managers notified of eligible employees by administrators	5/10/19
Managers write performance appraisals and obtain senior management support	5/17/19
Managers hold employee meetings and obtain department level signatures	5/23/19
Completed and signed performance appraisals submitted electronically or emailed, <i>individually</i> , to the UMMS Performance Review mailbox	5/24/19
Department administrators, in conjunction with department heads, allocate the salary increase pool based on the performance appraisal information provided by managers and send the completed 2019 Salary Increase Planning spreadsheets to Compensation(UMMS) inbox.	5/31/19
Approved salary increases become effective	6/23/19
Employee salary increase information available in HR Summit	7/11/19
Employee salary increases appear in employee paychecks	7/12/19

The University of Massachusetts Medical School's salary increase program is designed to recognize and reward the valuable contributions of its employees to the University's commitment to the highest levels of excellence in teaching, research, and administration by paying competitive salaries in a fiscally responsible manner.

Objectives

- Pay-for-performance emphasis.
- Flexibility to differentiate pay increases.
- Reward top performers with higher pay increases.

Funding

This year's aggregate salary increase pool is **2.0 percent** for each Department or Business Unit. The Salary Increase Program is designed to give managers as much flexibility as possible to recognize employee performance levels within a constrained salary pool. Each Department or Business Unit will have the choice of implementing the pool as a merit-based pool with differentiation of increases based on employee performance within the guidelines presented below or as an across-the-board increase.

The aggregate budgeted figure of 2.0 percent should not be exceeded by the Department or Business Unit.

As in the past, while the salary increase pool is consistent with the above, faculty salary increases will be coordinated between the Department Chairs and the Office of Faculty Administration / Dean-Provost.

ELIGIBILITY FOR THE SALARY INCREASE PROGRAM

To be eligible for consideration in this year's program, an employee must:

- Have been hired by 12/31/18.
- Be active on the effective day of the increase.
- Have a completed and signed performance appraisal on file with the Human Resources group for the current performance period. For the 2019 Salary Increase Program, a performance appraisal with a performance review period that ends within the 2019 calendar year will be considered current. The required performance appraisal form(s) can be located on the intranet at the following address: [Performance Appraisal Forms](#).
- Employees rated as "Does Not Meet" are not eligible to receive a salary increase.
- Employees covered by a Collective Bargaining Agreement; postdoctoral associates; dual docs; faculty on a single contract; interns; residents; students; temporary employees; and per diem staff are **not** eligible for this program. (Salary increases for these groups, if applicable, will be based on the schedules indicated in their Collective Bargaining Agreements or based on the program schedules administered by their respective organizations).
- An employee on an authorized leave of absence who has worked a minimum of six months between January 1, 2018 and December 31, 2018 is eligible for the 2019 salary increase upon return to active status.

PERFORMANCE RATINGS and SALARY INCREASE GUIDELINES

- All merit-based salary increases should be based upon the employee’s performance during the period from the last written performance review.
- A merit-based salary increase should distinguish top performers so that employees with higher ratings receive larger merit increases.

A written performance appraisal must be completed on or before Friday, May 24, 2019 and submitted electronically or emailed, *individually*, to the [UMMS Performance Review](#) to support any salary increase awarded.

- Probationary appraisals completed within 3 months of the performance appraisal deadline may be used in lieu of an annual performance appraisal as-long-as this probationary appraisal remains an accurate reflection of the employee's recent performance. If there has been a significant change in performance during the 3-month period, please complete an annual performance appraisal to document the performance period.

The chart below will assist you in determining merit-based salary increases. The chart may be used as a reference point when determining merit-based salary increases according to the performance categories contained in the Performance Appraisal form. These percent increases correlate with the ranges built in to the new salary increase spreadsheet. You may go above these increase recommendations provided you do not exceed the aggregate salary increase pool. If you exceed the aggregate increase pool, the approvals of the AVC HR and EVC Administration & Finance will be required.

MERIT -BASED SALARY INCREASE GUIDELINES

Percent Increase by Performance Category						
Rating	Outstanding	Exceeds	Meets Expectations	Mostly Meets	Needs Improvement	Does Not Meet
Salary Increase Guidelines	2.6% - 3.0 %	2.1% - 2.5%	1.6% - 2.0%	1.1% - 1.5%	0.1% - 1.0%	0.0%

UMMS believes in “paying for performance” and even in these challenging financial times, we believe it is possible to use this salary system to differentiate increases so that higher performance is recognized and rewarded.

SALARY INCREASE ADMINISTRATION

- Salary ranges have been increased by 1.5% effective 6/23/19.
- Salaries that are below the minimum of the salary range before planning begins will be increased to the minimum of the range and entered on the salary increase spreadsheet at this salary. The department will then apply the salary increase.
- Salary increases will be paid as an increase to the employee's base salary. If an employee's salary exceeds the maximum of the salary range, the amount in-excess-of the maximum will be paid as a lump sum bonus.
- Part-time employees will receive increases based on their part-time (less than 1.0 FTE) salary.
- Employees that terminate employment after the planning begins and before the effective date of the increase are not eligible for the salary increase program.

If you have any questions regarding the salary increase process or an employee's award amount, please contact a member of the Compensation Group.

Thank you.