

August 10, 2015 Base Salary Merit Increase and FAQs

SUMMARY

The following compensation changes authorized by the General Assembly become effective on August 10, 2015, contingent upon classified employees' performing at the Contributor level or higher on their most recent performance evaluation. A&P faculty and instructional faculty must also receive an acceptable rating based on their division's performance expectations.

- A 2% base salary adjustment for state employees (classified, A&P faculty, instructional faculty, and wage employees).
- A salary compression adjustment of \$65 per full year of service for eligible classified employees with at least five completed years of continuous salaried service.
- An additional 2% salary adjustment for classified employees in certain high-turnover roles pursuant to the recommendations of the state employee compensation workgroup established by the General Assembly.
- A \$1,000 increase for classified employees in the roles Security Officer I and Security Officer III as authorized by the General Assembly.

FREQUENTLY ASKED QUESTIONS

1. Who is eligible for the August 10, 2015 2% salary adjustment?

Classified employees who were employed in full-time positions as of May 10, 2015, remain employed full-time on August 10, 2015, and received a rating of at least "Contributor" on their most recent performance evaluation, probationary progress review, or interim evaluation are eligible to receive a 2% salary adjustment.

NOTE: For classified employees, receiving a JMU rating of "Moderate Contributor," "Contributor," or "High Contributor" (all equal to the "contributor" rating in the state system), or "Extraordinary Contributor" on the annual evaluation is acceptable to receive the increases.

Wage employees who were actively employed and working as of May 1, 2015 and who remain in an active working status as of August 16, 2015 are eligible to receive a 2% adjustment to their hourly rate effective August 16, 2015.

A&P faculty who were employed in full-time positions as of May 10, 2015 and remain employed in a full-time status as of August 10, 2015 are eligible to receive a 2% salary adjustment.

Instructional faculty members who were employed in full-time positions as of May 10, 2015 and remain employed in a full-time status as of August 10, 2015 are eligible to receive a 2% salary adjustment.

2. Who is NOT eligible to receive the August 10, 2015 2% salary adjustment?

Employees who were hired after May 10, 2015 and classified employees who received a rating of “Below Contributor” on their most recent performance evaluation or interim evaluation are not eligible to receive the salary adjustment effective August 10, 2015.

Additionally, adjunct faculty, temporary non-teaching (TNT) and those in recurring non-teaching positions (RNT) are not eligible for the increases. Employees may contact their department with questions regarding any changes to salary.

3. Who is eligible for the August 10, 2015 salary compression adjustment?

Classified employees who received a rating of at least “Contributor” on their most recent performance evaluation and who have completed at least five years of continuous full-time state service as of August 10, 2015 (i.e., those with state begin dates of August 10, 2010 or before) will receive a salary increase of \$65 per year of service, up to 30 years.

4. Who is NOT eligible for the August 10, 2015 salary compression adjustment?

Classified employees who have not completed five years of continuous state service as of August 10, 2015 (i.e., those with state begin dates after August 10, 2010) and classified employees who received a rating of “Below Contributor” on their most recent performance evaluation are not eligible for the compression adjustment.

Instructional faculty (including those in the Library), A&P faculty, adjunct faculty, wage, and other part-time salaried non-teaching positions are not eligible for the salary compression adjustment.

5. Who is eligible to receive the August 10, 2015, additional 2% salary adjustment for high-turnover roles authorized by the General Assembly?

Full-time classified employees in the roles listed below who were employed in salaried positions as of May 10, 2015, and who received a rating of at least “Contributor” on their most recent performance evaluation or interim evaluation are eligible to receive the 2% salary adjustment for high-turnover roles effective August 10, 2015. If you are not sure of your classified role, please review your Employee Work Profile (EWP) or ask your supervisor to provide a copy for you.

- Law Enforcement Officer I
- Direct Service Associate I
- Direct Service Associate II
- Direct Service Associate III
- Housekeeping and/or Apparel Worker I
- Probation Officer Assistant
- Emergency Coordinator I
- Emergency Coordinator II
- Registered Nurse I
- Registered Nurse II/Nurse Practitioner I/Physician's Assistant
- Licensed Practical Nurse
- Therapy Assistant/Therapist I
- Therapist II

- Compliance/Safety Officer II

6. Who is NOT eligible to receive the August 10, 2015, additional 2% salary adjustment for high-turnover roles authorized by the General Assembly?

Employees who are not in the high-turnover roles listed in Question 5 and employees who are in the high-turnover roles listed in Question 5 but were hired or rehired after May 10, 2015, or received a rating of “Below Contributor” on their most recent performance evaluation or interim evaluation are not eligible to receive the 2% salary adjustment for high-turnover roles effective August 10, 2015. Those who are NOT full-time classified staff are ineligible for the increase.

7. Who is eligible to receive the August 10, 2015, \$1,000 additional salary adjustment authorized by the General Assembly?

Full-time classified employees in the roles Security Officer I and Security Officer III are eligible to receive the \$1,000 salary adjustment effective August 10, 2015.

8. Who is NOT eligible to receive the August 10, \$1,000 additional salary adjustment authorized by the General Assembly?

Employees who are not in the full-time classified roles of Security Officer I and Security Officer III are not eligible to receive the \$1,000 salary adjustment effective August 10, 2015.

9. Will employee performance ratings affect eligibility for the August 10, 2015, salary adjustments?

Yes. The salary adjustments are **merit-based** meaning that an acceptable rating on the most recent performance evaluation is required to receive the increase. The most recent evaluation may include the last completed evaluation or interim evaluation. For classified staff, receiving a JMU rating of “Moderate Contributor,” “Contributor,” or “High Contributor” (all equal to the ‘contributor’ rating in the state system), or “Extraordinary Contributor” is acceptable to receive the increases. Eligible probationary employees must have received a rating of “Contributor” on their most recent Probationary Progress Review form in order to receive the increase. A&P faculty and instructional faculty must also receive an acceptable rating based on their division’s performance expectations.

10. A classified employee that is hired on May 10, 2015 meets the employment date for eligibility for the 2% salary adjustment but is considered a “probationary employee.” How will JMU document that the employee meets the required performance level?

Classified probationary employees must have a rating of “Contributor” on their most recent probationary progress review. Human Resources will consult with supervisors to ensure that probationary progress review forms are received.

11. When is my salary increase effective?

Employee Category	Effective Date	Pay Advice Date
12-month Classified	August 10	August 31
12-month A&P Faculty	August 10	August 31
12-month Instructional Faculty	August 10	August 31
Wage	August 16	September 16

Less than 12-month Classified	Upon return to active working status	Various
Less than 12-month A&P Faculty	Upon return to active working status	Various
10-month Instructional Faculty	August 25	September 16

12. Are wage employees eligible for the \$65 per year salary compression adjustment?

Wage employees are not eligible to receive the salary compression adjustment.

13. Will employees whose salaries are at or near the maximum of their current pay bands receive the 2% adjustment?

Yes, provided that they meet the required eligibility criteria.

14. When will I see the increase in my pay?

A&P faculty, 12-month instructional faculty, and classified employees will see the salary increase in the August 31, 2015 pay advice.

Wage employees will see the 2% increase in the September 16, 2015 pay advice.

Salary increases for faculty and employees who work on a contract that is less than 12 months will have the increase applied at the start of their new contract period. For example, 10-month faculty salary increases become effective August 25, 2015. Less-than-12-month classified employees will have their salary increase applied when they return from their rest period.

15. How will the increase be applied for those employees on short-term disability August 10?

Employees who are on short-term disability will have their increase effective August 10.

16. Which increase will be applied first?

For eligible classified employees:

1st – The standard 2% increase is calculated on the August 10, 2015 salary.

2nd – Then the flat amount for the compression increase is added.

3rd – If an employee is in one of the high turnover roles in question 5, that individual will then receive another 2%. Or if an employee is in a Security Officer I or Security Officer III role the additional \$1,000 will be applied instead of the additional 2%.

17. How will the compression increase for a less-than 12-month classified employee be calculated?

The salary compression adjustment will be prorated based on the employee's percent of annual full-time employment.

18. What happens to classified employees who are on a leave status August 10, 2015?

- a) Otherwise qualified employees who are on short-term disability or other paid leave will receive the salary adjustment and compression adjustment effective August 10, 2015.
- b) Employees on leave without pay are not eligible for the 2% salary adjustment or compression adjustment until they either return to work or are on paid leave.

- c) Eligible employees on leave without pay-military will have their active military supplements adjusted to reflect the 2% salary adjustment and compression adjustment.

19. What happens to faculty who are on a leave status August 10, 2015?

10-month instructional faculty who are on a paid leave of absence will have the increase applied to their pro-rated salary with the full amount applied when they return to active teaching status. 10-month instructional faculty who are on an unpaid leave of absence will have the increase applied when they return to active teaching status.

20. Does the \$65/year compression adjustment include years of service that were purchased?

No, the compression compensation adjustment is based on continuous and completed state service.

Please contact your [HR Consultant](#) or Human Resources directly at 540-568-7247 with any questions.