

# Frequently Asked Questions

## June 2024 Merit Increases

### Employee Eligibility

#### 1. Who is eligible for the 3% merit increase?

##### **A&P Faculty:**

A&P Faculty who were employed in a salaried position on or before March 10, 2024, and remain employed as of June 10, 2024, with no break in service and who hold a satisfactory performance rating.

##### **Classified Employees:**

Classified employees who were employed in salaried positions as of March 10, 2024, and remain employed as of June 10, 2024, with no break in service and who received a rating of “Contributor” or above on their last performance evaluation, more recent interim evaluation, or probationary progress review.

##### **Instructional Faculty:**

Instructional Faculty who were employed on or before March 10, 2024, and remain employed as of June 10, 2024, with no break in service and hold a satisfactory performance rating.

##### **Adjunct Faculty:**

Academic Affairs determined that adjunct faculty who were employed on or before March 10, 2024, who taught in Fall 2023 or Spring 2024, and who hold a satisfactory performance rating are eligible for the merit increase.

Please contact [Academic Affairs](#) if you have questions regarding adjunct faculty eligibility.

##### **Wage Employees**

Wage employees who were employed on or before March 16, 2024, and remain employed as of June 16, 2024, with no break in service.

#### 2. What is the effective date of the merit increase for eligible employees?

##### **A&P Faculty:**

Eligible A&P faculty will receive the 3% merit increase effective June 10, 2024.

##### **Classified Employees:**

Eligible classified employees will receive the 3% merit increase effective June 10, 2024.

##### **Instructional Faculty:**

Eligible instructional faculty will receive the 3% merit increase effective June 10, 2024.

##### **Adjunct:**

Eligible adjunct faculty will receive the 3% merit increase as contracts are renewed; therefore, effective dates will vary.

##### **Wage:**

Eligible wage employees will receive the 3% merit increase effective June 16, 2024.

#### 3. How will I know what my new salary will be?

Salary data can be viewed in [My Madison](#) on June 13, 2024, for full-time staff and faculty and on June 27, 2024, for wage employees.

- 4. Why was March 10, 2024, selected as the cutoff employment date for the 3% merit increase?**  
The merit increases are performance-based. A three-month period provides a reasonable time to assess the probationary progress of a new employee, therefore, three months of employment is required to be eligible for the merit increase.
- 5. What if I worked at a different state agency before being hired at JMU after March 10, 2024?**  
As long as you were hired in a state agency on or before March 10, 2024, with no breaks in service, and have a satisfactory performance evaluation on file, you will be eligible for the merit increase.
- 6. What happens to my merit increase if I am instructional faculty and on an educational leave without pay or an educational leave with partial pay?**  
Instructional faculty on educational leave with full pay, partial pay, or without pay will receive the merit increase when they return to active working status.
- 7. I am paid from a sponsored program, is the merit increase optional if the funding is not available?**  
This is a general increase authorized by the Commonwealth of Virginia; therefore, the merit increase is not optional and must be supported by the sponsor. Please contact the [Office of Sponsored Programs](#) if you have questions regarding grants or contracts.
- 8. What happens to my merit increase if I am on leave without pay?**  
Employees on leave without pay status will receive the merit increase when they return to active status.
- 9. Will employee performance ratings affect eligibility for the June 10, 2024 merit increase?**  
Yes, the June 10, 2024 merit increase is performance-based. Employees must have received a rating of “Contributor” or above on their latest performance evaluation, more recent interim evaluation, or probationary progress review to be eligible to receive the merit increase.
- 10. How will promotion and tenure increases be applied?**  
For 12-month faculty, the order of the increases is:
- 3% merit increase first (effective June 10, 2024)
  - Promotion and tenure increase next (effective June 25, 2024)
- For 10-month faculty, the order of the increases is:
- 3% merit increase first (effective June 10, 2024)
  - Promotion and tenure increase next (effective August 25, 2024)
- 11. For employees separating effective June 10, 2024, will the June 10, 2024 merit increase apply to their leave payments or other benefits?**  
No. The last day worked for an employee separating effective June 10, 2024, is June 9, 2024. Therefore, the employee is not employed on June 10, 2024, and is not eligible for the merit increase.
- 12. How will this increase affect classified pay bands?**  
The minimum and maximum of each classified pay band will increase by 3%.

The new Pay Bands are as follows:

JMU FY25 Pay Band Ranges		
Pay Band	Effective June 10, 2024	
	Minimum	Maximum
1	\$27,534	\$63,719

2	\$29,622	\$78,519
3	\$32,842	\$90,832
4	\$42,905	\$113,941
5	\$56,051	\$144,131
6	\$73,226	\$183,568
7	\$95,655	\$235,098
8	\$124,972	\$302,413
9	\$163,269	Market

<b>JMU FY25 Wage Pay Band Ranges</b>		
<b>Pay Band</b>	<b>Effective June 16, 2024</b>	
	<b>Hourly Minimum</b>	<b>Hourly Maximum</b>
1	\$13.24	\$30.63
2	\$14.24	\$37.75
3	\$15.79	\$43.67
4	\$20.63	\$54.78
5	\$26.95	\$69.29
6	\$35.20	\$88.25
7	\$45.99	\$113.03
8	\$60.08	\$145.39
9	\$78.49	Market

**Effect on Employees' Compensation**

**1. When will I see the merit increase in my paycheck?**

For eligible full-time employees, the June 10, 2024 merit increase will first appear in the July 1, 2024 pay advice.

For eligible wage employees, the June 16, 2024 merit increase will first appear in the July 16, 2024 pay advice.

Eligible classified and A&P faculty who work a less-than 12-month contract and are in their rest months on June 10, 2024, will receive the 3% merit increase upon return to active working status.

**2. Is the June 10, 2024 merit increase applied on base pay or total state pay?**

The merit increase is applied to base state salary only.

**3. Is the June 10, 2024 merit increase applied to temporary pay?**

No. Temporary pay is additional compensation above the employee's base salary that is paid when an agency assigns an employee to perform different key (essential) duties on an interim basis, for critical assignments associated with a special time-limited project, or for employees serving in an acting capacity in a higher-level position. Because these assignments are temporary, the additional pay associated with them is not creditable for retirement purposes. Therefore, these amounts will not be automatically adjusted effective June 10, 2024.

**4. What happens to employees on leave?**

Otherwise-qualified employees who are on short-term disability or other paid medical leave will receive the merit increase on June 10, 2024.

Employees on long-term disability working will also have the merit increase applied to their current rate of pay. The adjustment does not apply to individuals who are on long-term disability-non-working.

Instructional faculty on educational leave with full pay, partial pay, or without pay will receive the merit increase when they return to active working status.

Employees on leave without pay are not eligible for the merit increase until they return to work or paid leave.

Military supplements of eligible employees on leave without pay-military will be adjusted to reflect the merit increase.