

Frequently Asked Questions

December 2023 Merit Salary Increases

Employee Eligibility

1. Who is eligible for the 2% base salary adjustment?

A&P Faculty:

A&P Faculty who were employed in a salaried position on or before September 10, 2023, and remain employed as of December 10, 2023, with no break in service and who hold a satisfactory performance rating.

Classified Employees:

Classified employees who were employed in salaried positions as of September 10, 2023, and remain employed as of December 10, 2023, 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 September 10, 2023, and remain employed as of December 10, 2023, with no break in service and hold a satisfactory performance rating.

Adjunct Faculty:

Academic Affairs will implement the 2% merit increase for adjunct faculty as follows:

Adjunct faculty who received the 5% merit increase in Fall 2023 will be eligible for this 2% merit increase as well. Adjunct faculty who were employed on or before September 10, 2023, or who taught in Fall 2022 or Spring 2023, 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

Wage employees who were employed on or before September 16, 2023, and remain employed as of December 16, 2023, 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 2% merit increase on December 10, 2023.

Classified Employees:

Eligible classified employees will receive the 2% merit increase on December 10, 2023.

Instructional Faculty:

Eligible instructional faculty will receive the 2% merit increase on December 10, 2023.

Adjunct Faculty:

Eligible adjunct faculty will receive the 2% merit increase on December 10, 2023. This adjusted base rate will continue into the spring 2024 semester, as contracts are renewed.

Wage:

Eligible wage employees will receive the 2% merit increase effective December 16, 2023.

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

Salary data can be seen in [My Madison](#) on December 10, 2023, for full-time staff and faculty and on December 16, 2023, for wage employees.

4. Why was September 10, 2023, selected as the cutoff employment date for the 2% base salary adjustment?

The base salary adjustments are performance-based increases. 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 performance-based increase.

5. What if I worked at a different state agency before being hired at JMU after September 10, 2023?

As long as you were hired to a full-time position in a state agency on or before September 10, 2023, 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 raise if I am instructional faculty and on an educational leave without pay or an educational leave with partial pay?

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

7. I am paid from a sponsored program, is the increase optional if the funding is not available?

This is a general increase authorized by the Commonwealth of Virginia; therefore, the 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 raise if I am on leave without pay?

Employees on leave without pay status will receive the raise when they return to active status.

9. Will employee performance ratings affect eligibility for the December 10, 2023 salary adjustments?

Yes. The December 10, 2023 salary adjustments are 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 a salary adjustment.

10. For employees separating effective December 10, 2023, will the December 10, 2023 salary adjustments apply to their leave payments or other benefits?

No. The last day worked for an employee separating effective December 10, 2023, is December 9, 2023. Therefore, the employee is not employed on December 10, 2023, and is not eligible for the salary increase.

11. How will this increase affect classified pay bands?

The minimum and maximum of each classified pay band will increase by 2%.

JMU’s new Pay Bands are as follows:

JMU FY24 Pay Band Ranges		
Pay Band	Effective December 10, 2023	
	Minimum	Maximum
1	\$28,960	\$61,863
2	\$28,960	\$76,232
3	\$31,886	\$88,186
4	\$41,655	\$110,623
5	\$54,418	\$139,933
6	\$71,093	\$178,221
7	\$92,879	\$228,251
8	\$121,332	\$293,605
9	\$158,513	Market

JMU FY24 Wage Pay Band Ranges		
Pay Band	Effective December 16, 2023	
	Hourly Minimum	Hourly Maximum
1	\$12.85	\$29.74
2	\$13.83	\$36.65
3	\$15.33	\$42.40
4	\$20.03	\$53.18
5	\$26.16	\$67.28
6	\$34.18	\$85.68
7	\$44.65	\$109.74
8	\$58.33	\$141.16
9	\$76.21	Market

Effect on Employees’ Compensation

1. When will I see the changes in my paycheck?

For salaried employees, the December 10, 2023, salary adjustment will first appear in the December 29, 2023, pay advice.

For adjunct faculty, the December 10, 2023, salary adjustment will first appear in the December 29, 2023, pay advice.

For wage employees, the December 16, 2023, salary adjustment will first appear in the January 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 December 10, 2023, will receive the 5% increase upon return to active working status.

2. Is the December 10, 2023 base salary adjustment calculated on base pay or total state pay?

The merit increase salary adjustments are to base state salary.

3. Does Temporary Pay count toward the calculation of the salary adjustments?

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 December 10, 2023.

4. What happens to employees on leave?

Otherwise qualified employees who are on short-term disability or other paid medical leave will receive the salary adjustment on December 10, 2023.

Employees on long-term disability working will also have the salary adjustment 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 without pay or with partial pay will receive the raise when they return to active working status.

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

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