

Frequently Asked Questions July 10, 2022 Base Salary Increases

The 5% adjunct pay adjustments will be entered into the payroll system on 9/25/22 and reflected on the 10/14/22 pay advice. This is to ensure that all adjunct pay for the fall term is accounted for, and the pay increases are calculated accurately. The 5% adjustment will be based on the full adjunct pay amount for courses taught during the Fall term (8/25-12/24); and will be paid over the six pay periods between 9/25 and 12/24. Note: for adjunct contracts that fall outside of the 8/25-12/24 window, pay adjustments will be processed within one month of the contract start date and paid out in full over the remaining pay periods left in the contract term.

Eligible 10-month instructional faculty will receive the 5% increase on August 25, 2022. The increase will be reflected in the September 16, 2022 pay advise and will be visible in MyMadison on September 1, 2022.

Employee Eligibility

1. Who is eligible for the 5% base salary adjustment?

Classified Employees:

All classified employees who were employed in salaried positions as of April 10, 2022 and remain employed as of July 10, 2022 with no break in service and who received a rating of "Contributor" or above on their last performance evaluation or more recent interim evaluation.

A&P Faculty:

A&P Faculty who were employed in a salaried position on or before April 10, 2022 and remain employed as of July 10, 2022 with no break in service and who hold a satisfactory performance rating.

Instructional Faculty:

Instructional Faculty who were employed on or before April 10, 2022 and remain employed as of July 10, 2022 with no break in service and hold a satisfactory performance rating.

2. What is the effective date of this increase?

Eligible 12-month full-time classified staff, A&P faculty, and instructional faculty will receive a 5% increase effective July 10, 2022.

Eligible full-time employees who work a less than 12-month contract will receive the 5% increase upon return to active working status.

Eligible 10-month instructional faculty will receive the 5% increase on August 25, 2022.

3. What increase will part-time employees receive?

Wage Employees:

Wage employees who were employed on or before April 16, 2022 and remain employed on July 16, 2022 with no break in service will receive a 5% increase on July, 16, 2022.

Adjunct Faculty:

Adjunct Faculty will receive a 5% increase as contracts are renewed; therefore, effective dates will vary.

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

Your new salary can be seen in [My Madison](#) on July 14, 2022 for full-time staff and faculty and wage employees.

5. Why was April 10, 2022, selected as the cutoff employment date for the 5% 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.

6. What if I worked at a different state agency before being hired at JMU after April 10, 2022?

As long as you were hired in a state agency on or before April 10, 2022 with no breaks in service and have a satisfactory performance evaluation on file, you will be eligible for the July 10, 2022 performance-based increase.

7. I am paid from a grant or contract, 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 Accounting](#) 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 July 10, 2022 salary adjustments?

Yes. The July 10, 2022 salary adjustments are performance-based. Employees must have received a rating of "Contributor" (or equivalent) on their latest performance evaluation or more recent interim evaluation in order to be eligible to receive a salary adjustment.

10. How will promotion and tenure raises be applied?

For 12-month faculty, the order of the increases is:

- Promotion and tenure first (effective June 25, 2022)
- 5% VA State increase next (effective July 10, 2022)

For 10-month faculty, the order of the increases is:

- Promotion and tenure first (effective August 25, 2022)

- 5% VA State increase next (effective August 25, 2022)

11. For employees separating effective July 10, 2022, will the salary adjustments apply to their leave payments or other benefits?

No. The last day worked for an employee separating effective July 10, 2022, is July 9, 2022. Therefore, the employee is not employed on July 10, 2022, and is not eligible for the salary increase.

12. How will this increase affect classified pay bands?

The minimum and maximum of each classified pay band will increase by 5%.

The new Pay Bands are as follows:

JMU FY23 Pay Band Ranges		
Pay Band	Effective July 10, 2022	
	Minimum	Maximum
1	\$20,748	\$57,762
2	\$24,913	\$71,179
3	\$29,772	\$82,340
4	\$38,894	\$103,289
5	\$50,811	\$130,656
6	\$66,380	\$166,406
7	\$86,722	\$213,119
8	\$113,288	\$274,141
9	\$148,005	Market

JMU FY23 Wage Pay Band Ranges		
Pay Band	Effective July 16, 2022	
	Hourly Minimum	Hourly Maximum
1	\$11.00	\$27.77
2	\$11.98	\$34.22
3	\$14.31	\$39.59
4	\$18.70	\$49.66
5	\$24.43	\$62.82
6	\$31.91	\$80.00
7	\$41.69	\$102.46
8	\$54.47	\$131.80
9	\$71.16	Market

Effect on Employees' Compensation

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

Eligible 12-month salaried employees will see the July 10, 2022 salary adjustment reflected in the July 29, 2022 pay advice.

Eligible wage employees will see the July 16, 2022 5% salary adjustment reflected in the August 16, 2022 pay advice.

Eligible employees who work a less-than 12-month contract will receive the 5% increase upon return to active working status; therefore, effective dates will vary.

Adjunct Faculty will receive a 5% increase as contracts are renewed; therefore, effective dates will vary.

2. Is the July 10, 2022 base salary adjustment calculated on base pay or total state pay?

The salary adjustments are to base salary effective July 10, 2022.

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

No. Temporary Pay 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 July 10, 2022.

4. What happens to employees on leave?

Otherwise-qualified employees who are on short-term disability or other paid leave will receive the salary adjustment on July 10, 2022.

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.

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.