

**Marshall University Board of Governors
Meeting of December 9, 2015**

- ITEM:** Approval for the preparation for general salary increases for certain University employees.
- COMMITTEE:** Finance, Audit, and Facilities Planning
- RECOMMENDED RESOLUTION:** Resolved, That the Marshall University Board of Governors approves the distribution of general salary increases from pools based on 2% of regular base salaries within each employee category as specified below.
- STAFF MEMBER:** Michael McGuffey,
Senior Vice President for Institutional Research and Planning

BACKGROUND:

The FY2016 budget included a \$1.8 million salary increase pool (3% of core budget salaries). After a reduction in current-year appropriations by the state and a budget reforecast of revenue and expenditures, staff recommend authorizing a general salary increase using pools of 2% of regular base salaries within each of the employee categories under the following parameters.

For classified employees:

Classified employees will receive salary increases in two parts.

- Each classified employee salary will be increased by \$250, adjusted by the employee's FTE percentage. Approximately 625 employees will receive this increase at a cost of approximately \$156,000 (excluding benefits).
- After the aforementioned amounts have been applied, each classified employee salary will be increased to the appropriate salary on the statutory Classified Employees Salary Schedule based on the employee's pay grade and step.

The total cost of this increase is expected to be 2% of the current classified employee regular base salaries (excluding benefits) from all sources or approximately \$420,000. After the first part of these salary increases, some classified employees will already be at or above the salary schedule salary, and will not participate in the second part of the increases. Classified employees at the School of Medicine and other professional schools are included in this salary increase.

For faculty:

The salaries of University faculty, exclusive of the professional schools, will be increased based on the faculty classification: Tenured and Tenure-track faculty, Librarian and Clinical faculty, and Term faculty.

Tenured and Tenure-track faculty will receive salary increases in accordance with *MUBOG Policy No AA-7, Salaries Increases for Tenured and Tenure-track Faculty (eff. July 1, 2014)*. Salary funds will be distributed to each college in proportion to the total of the salaries of Tenured and Tenure-track faculty, excluding new faculty. Those funds are to be distributed to faculty based on a plan devised by each college, voted on by the college's faculty, and approved by the Provost. The cost of these increases is expected to be 2% of the total of the current regular base salaries (excluding benefits) for these faculty, from all sources.

Librarian and Clinical faculty will receive salary increases in accordance with *MUBOG Policy No AA-45, Salaries Increases for Library and Clinical Faculty (eff. July 1, 2014)*. Salary funds will be distributed to each college/unit in proportion to the total of the salaries of librarian and clinical faculty, excluding new faculty. Those funds are to be distributed to faculty based on a plan devised by each college/unit, voted on by the college/unit's faculty, and approved by the Provost. The cost of these increases is expected to be 2% of the total of the current regular base salaries (excluding benefits) for these faculty, from all sources.

Term Faculty will receive an increase in accordance with the following procedures: A set of funds will be distributed to colleges in proportion to the total of the regular base salaries of term faculty in the college. Salary increases to individual faculty will be based on recommendation of chairs and deans. The cost of these increases is expected to be 2% of the total of the current regular base salaries (excluding benefits) for these faculty, from all sources.

Newly-hired faculty for the Fall 2015 semester are not eligible for these salary increases, and their salaries shall not be included in the creation of these salary increase pools.

Faculty in the professional schools of medicine, pharmacy, and physical therapy are excluded from these salary increase procedures. The schools are authorized to prepare an appropriate salary increase for their respective faculty.

For nonclassified/other employees:

Salaries for nonclassified employees and other, non-instructional faculty (faculty administrators, faculty coaches, faculty-equivalent-autism, etc.) will be increased based on recommendation of the top-level administrator for each employee and approved by the president after a review by a compensation review team. Recommendations will be reviewed based on the factors of external equity, internal equity, experience and performance. The cost of these increases is expected to be 2% of the total of the current regular base salaries (excluding benefits), from all sources.

Notes:

Salary increases as a result of this resolution will be effective with the beginning of the first pay period in January, 2016, or the first pay period after completed salary adjustment worksheets are submitted after approval by deans and the provost (in the case of faculty) and vice presidents and the president (in the case of non-classified/other), whichever is later.

Increases are not effective with the beginning of the fiscal year, hence only a portion of the annual increase amount will be distributed to employees this year.