

MARSHALL UNIVERSITY RESEARCH CORPORATION

POLICY AND PROCEDURES

FY 2027 SALARY ADMINISTRATION

Effective: July 1, 2026

A. Purpose

To provide guidance for the administration of salary compensation for Marshall University Research Corporation (MURC) employees.

B. Guidelines and General Policies

This policy shall cover all benefits-eligible employees, including employees funded by both internal and external sources, who are paid through the MURC payroll system. Employees paid through the State payroll system will be excluded from this policy, but will be subject to Institutional guidelines regarding FY 2027 salary changes.

In compliance with Federal Regulations and Institutional Policies, MURC will support requests for increase in pay that are consistent with the salary policy approved by Marshall University and reflect the average salary adjustment in any given cycle. Requested increases must be (1) based on factors of external equity, internal equity, experience and performance, (2) approved by the appropriate Principal Investigator (PI), Dean, or Vice President, and (3) provided for in the approved project budget.

The allowable base salary increase for full-time employees will use a tiered, progressive structure, in which each portion of an employee's salary receives a defined percentage increase. The calculation will be applied as follows: 2.00% on the first \$40,000 of salary; 1.00% on the next \$40,000 (from \$40,001 to \$80,000); 0.75% on the next \$45,000 (from \$80,001 to \$125,000); 0.50% on the next \$75,000 (from \$125,001 to \$200,000); and 0.25% on any salary above \$200,000. Each employee will receive the applicable increase for each portion of their salary. The increase may be pro-rated for employees who work less than full time.

Salary increases will be effective on the same timing as that chosen by the Institution or thereafter. For FY2027, the effective date of adjustments will be July 1, 2026 or thereafter.

C. PAR Deadline

For increases to appear on the July 16 payroll, all PARs for salary adjustment must be in the MURC payroll office by June 30, 2026.

If you have questions, please contact your MURC Compliance Administrator, Jennifer Wood at (304) 696-2829 or wood@marshall.edu, or Tammy Brumbaugh at (304) 696-2830 or brumbaught@marshall.edu