

I. GENERAL INFORMATION FOR FACULTY AND STAFF INCREASES:

FY10 salary increases become effective on September 27, 2009 for biweekly employees and October 1, 2009 for monthly employees.

At the close of the Annual Merit Compensation Process (AMCP), please communicate salary increases in writing to all faculty and staff.

1. **General Salary Increases: To be effective on the agreed upon date**, all annual rate increases associated with the FY10 salary increase process must be entered into the salary planning pages by September 1, 2009.

PLEASE NOTE:

Faculty and staff annual rate increases in excess of 10% and all Cash Awards **must be pre-approved** by the College/VP unit **and** forwarded to the Office of Human Resources for approval on the [AMCP Exception Request form](#) prior to being entered into AMCP pages.

Salary increases are to be distributed in the following manner:

- A. **Annual Rate Increases** – Annual rate increases should be entered into the Annual Merit Compensation Process Salary Plan page using the following codes:

Annual Merit (A)

- Users enter increases based on merit that include the concepts of performance, internal and external equity, and impact of the position or team on the mission of the unit and university.
- Used by OHR to bring individuals up to the newly established minimum of a pay range.

Counter-Offer (W)¹

- Used to record increases relating to bona fide counter-offers.
- Counter-offers should be administered according to Policy 3.10 Salary Administration.

Employment Agreement (X)¹

- Increases provided in accordance with pre-approved signed contract that clearly defines increase amounts.

Major Equity (Z)¹

- Increases provided to address **significant** equity issues, both internal and external. *This category is used for individuals who are more significantly behind market than others within their unit (i.e., if the comparable people in the unit are approximately 10% behind market, this category would be used for adjustments for individuals who are two times or greater behind market.)*

Other Approved Exception (E)¹

- Other exceptional increases not otherwise defined.

¹ Not included in aggregate calculation

- B. **Cash Awards** – Please see [Guidance on Bonuses and Cash Payments](#) for this year's cash payment guidance.

- ◆ Cash payments that are a percentage of an employee's base salary use the SON code (60121), for both faculty and staff. Use of this code ensures that retirement is withheld in keeping with OPERS and STRS rules.
- ◆ A cash payment that is a flat amount (e.g. \$500.00 use the SNR code (60111); retirement will **not** be withheld.

If you choose to gross up the flat amount, you must contact OHR/Payroll via the Payroll notice board at payroll@hr.osu.edu.

- 2. Eligibility:** All regular faculty and staff with at least 50% FTE, with the exception of bargaining unit employees, are considered eligible for an annual merit adjustment, regardless of the date of hire or probationary status. Please refer to section III. 5. for more information regarding Classified Civil Service employees who are serving a probationary period.

Colleges/VP units may request in writing to OHR/Payroll that recent hires, individuals who are resigning, retiring, being laid off, or on severance, and staff in probationary status be made ineligible, and therefore excluded from the aggregate percent calculation. Each case should be supported by a letter of offer, unit policy, or other communication that the hiring salary is intended to remain constant until some other planned review date. These letters should be retained in your college/office as a part of your FY10 AMCP documentation.

Salaries for members of the President's staff will be determined by the President; salaries for Deans will be determined by the Provost. Funds should be set aside within the planning budgets for these increases. Increases for these individuals will be entered into the Salary Plan pages by the Office of Human Resources.

- 3. Reporting:** The AMCP reports can be accessed through the university's reporting tool, eReports Portal at ereports.osu.edu. Ten AMCP reports are available for use throughout the AMCP and include pre-run batch, parameterized, and Hyperion reports, many of which are available for export into Excel.

Final salary rosters should be printed from the e-Reports Portal once notified by OHR that the college/VP unit's salary plan has been approved; a copy of the final roster should be maintained in the college or VP unit.

College/VP unit salary budget pool summaries will be posted on the Office of Human Resources web site once the process has been completed. Last year's reporting format will be used, which separately lists faculty and staff increase aggregates.

II. FACULTY

- Faculty approved for promotion will receive a 6% salary adjustment from central funds. In addition, they should receive a merit increase from the college equal to the average merit increase distributed in the college. The Office of Human Resources will enter the 6% promotional increase into the Salary Plan pages at the start of the AMCP; Departments/Colleges are responsible for entering the annual merit adjustment increases.
- Any exceptional situations involving adjustments in excess of 10% must be pre-approved by OHR/Organization and Human Resource Consulting before being entered into the Salary Plan pages.
- Faculty who receive the Distinguished Teaching Award or Distinguished Service Award will have their full-time annual salary adjusted by \$1,200 or \$3,000, respectively, through central funding. OHR/Payroll will enter the award into the Salary Plan pages at the start of the process.
- Faculty who have been denied tenure must be terminated **effective 7/1/10**. Department/College users should enter termination rows in Job Data in accordance with the deadlines for June payroll processing.

III. UNCLASSIFIED AND CLASSIFIED CIVIL SERVICE STAFF

- The following salary grade tables (minimums-midpoints-maximums) will be adjusted by approximately two-percent effective October 1, 2009:
 - Administrative & Professional
 - Broadbanded Pay Grades
 - Classified Civil Service
 - Professional & Technical

Staff whose rates are below the new minimum of the pay range will be brought up to the minimum by OHR at the start of the AMCP. The increase will be noted on the Salary Plan pages and the "Up To Minimum Report," SAP155OS which can be accessed through the e-Reports Portal will provide you a complete listing of all individuals who have been brought up to the new minimum during this process.

2. Temporary staff whose rates are below the new minimum of the pay range, but **not included** in the AMCP, will be brought up to the new minimum of their pay range effective October 1, 2009. New rows to change the compensation rate will be inserted into the Job Data pages by the Office of Human Resources when the AMCP annual increase rows are inserted. However, these increases have no impact on the College/VP unit aggregate.
3. Any exceptional situations involving adjustments in excess of 10% must be pre-approved by OHR/Organization and Human Resource Consulting before being entered into the Salary Plan pages.
4. Staff who receive the Distinguished Staff Award will have their full-time annual salary adjusted by \$700 through central funding. OHR/Payroll will enter the award into the Salary Plan pages at the start of the process.
5. Classified Civil Service non-bargaining unit staff who are serving a promotional or initial probationary period will be considered *eligible* in the AMCP and can receive an annual merit adjustment increase at the discretion of the department. However, departments should be very cautious about giving raises to probationary staff, as it complicates the ability to discharge an employee whose performance is unsatisfactory at the end of the probationary period. The *best practice* is to delay increases, other than those necessary to bring the employee to the new pay range minimum, until the successful completion of probation.
6. Hourly rate increases for Classified Civil Service employees who are members of a CWA (Communications Workers of America) bargaining unit have been processed centrally in accordance with the approved CWA contact.

IV. ADDITIONAL RESOURCES

1. Salary Range Tables for Administrative and Professional, Classified Civil Service, CWA, Broadbanded, and Student titles – hr.osu.edu/payroll/saltable
2. Pay Schedules – hr.osu.edu/payroll/calendar
3. Title Deck – hr.osu.edu/statistics/titledck
4. AMCP Manual and related Assist Pages – <https://assist-erp.osu.edu/assisthr89/WebHelp/assisthr89.htm>
5. Provost's Compensation Guidance Document – hr.osu.edu/comp/guidance.pdf
6. Addendum to FY10 Compensation Guidelines – hr.osu.edu/comp/guidanceaddendum.pdf
7. AMCP Timeline – hr.osu.edu/comp/AMCPTimeline.pdf
8. AMCP Exception Request Form – hr.osu.edu/comp/AMCPFormIncreaseException.pdf