

## Raise Distribution Guidelines for Fiscal Year 2009

1. The amount of the raise pool provided for the Athens General Fund is based on a 3% increase for filled benefits eligible positions as of an April 2008 snapshot. The College of Medicine and UORC raise pools have been determined using a consistent methodology.
2. FY09 salary raise pool details for each planning unit will be distributed the week of May 5, 2008. The details calculate total raise amount based on a 3% increase supplemented by the appropriate retirement, medicare and workers compensation rates. These calculations will be the basis for control total increases for classified and contract compensation for FY09.
3. The basis for the 3% raise pool distribution will be as follows:
  - a. Classified – 3% across the board (ATB) increases
  - b. Administrators and Faculty – merit increases  
Specific unit guidelines for distribution of merit increases should be communicated within each planning unit
4. The salary increase totals for faculty and salaried benefits eligible staff will be loaded into the Reappointment system for each planning unit. Reappointment is scheduled to occur between May 28, 2008 and June 13 2008. The entire allocation is to be used for base salary increases and the total merit increases for each planning unit cannot exceed the aggregate total of 3%.
5. Merit increases are to be based on the quality of an individual's performance as evidenced by the performance evaluation. The Provost (or Planning Unit Head for non-academic units) must approve merit increases outside the approved range of 1.5% to 7% (exclusive of increases related to the \$1.2M faculty salary investment from Vision OHIO). Those requests must be submitted to the Provost (or Planning Unit Head) by June 1, 2008. Employees who receive an increase outside the approved range are to be provided a written explanation of the reasons.
6. Salary increases related to job reclassifications require prior approval from University Human Resources and occur throughout the year, outside the Reappointment system. Units are expected to absorb reclassification increases within their existing budgets.
7. Post-doc and grant funded position increases, if available from the funding source, must follow the above raise pool guidelines.