FY17 Salary Raise Pool Guidelines

1. The FY17 salary raise pool for Ohio University is 2% for continuing benefits eligible positions. Control totals were established by taking a data snapshot in February 15, 2016 and were distributed to Planning Units.

2. The basis for the raise pool distribution will be as follows:
   a. Classified Non-Bargaining Unit—Entire pool across the board (ATB) increases
   b. AFSCME – according to the collective bargaining agreement with the “me too” clause to match the Classified Non-Bargaining Unit percent increase
   c. Administrators and Faculty - merit increases
      i. Hired prior to April 1, 2016
   d. Colleges may set aside up to 0.5% for a Dean's discretionary pool to address exceptional merit and equity issues. Specific unit guidelines for distribution of merit increases should be communicated within each planning unit
   e. Merit increases are to be based on the quality of an individual's performance as evidenced by her/his performance evaluation. The Provost (or Planning Unit Head for non-academic units) must approve merit increases outside the approved minimum of 0.5% and a maximum of 5%. Those requests must be submitted to the Provost (or Planning Unit Head) before the submission deadline. Employees who receive an increase outside the approved range are to be provided a written explanation of the reasons.

3. For Administrative and Classified Non-Bargaining Unit positions covered within scope of the COMP 2014 Project, there will be an additional .5% equity pool.
   a. Compensation will conduct a compa ratio/job entry date analysis to identify eligible employees with a current salary less than an expected salary based on job entry date.
   b. Units will receive a proportionate dollar amount of the 0.5%, based on the employees identified in the model
   c. Units have the discretion to allocate those funds to employees identified in the model, but cannot exceed the expected annualized salary identified by the compa ratio of the employee
   d. The midpoint cap and the $300 annualized dollar amount restriction from the previous model will be removed

4. For faculty, there will be the following additional salary investment pools:
   a. $848,164 for Athens tenure-track faculty with each college assigned a proportion of the following pools
      i. Professors - $238,564
      ii. Associate Professors - $407,388
      iii. Assistant Professors - $202,212
   b. 1.36% for Regional Campus tenure-track faculty
   c. 1.36% for Athens and Regional non-tenure-track faculty
5. The basis of the distribution of this additional faculty compensation will be as follows:
   a. Funds will be assigned at the college (as opposed to department) level
   b. Funds must be allocated within each pool separately and cannot be moved across faculty ranks or categories
   c. In making distribution decisions, colleges should consider factors such as
      i. Disparity between salaries and discipline benchmarks
      ii. Compression
      iii. Merit
      iv. Equity

6. Salary increases for promotions will continue to be as follows:
   a. Promotion to Associate Professor – $6000
   b. Promotion to Professor – $9000
   c. Promotion to Associate Lecturer – $4000
   d. Promotion to Senior Lecturer – $6000

7. For faculty members receiving allocation from both the raise pool and additional compensation pool in item 5 above, the maximum listed under paragraph 2 (e) is doubled to 10%. Salary increases for faculty members that are beyond this maximum must be submitted for approval by Provost.

8. The entire raise pool allocation is to be used for salary increases. Total increases for each planning unit cannot exceed the aggregate total of items 1, 3, 4 and 6.

9. As communicated as part of the COMP2014 project, employees whose salaries are currently at or exceed the maximum of the pay grade are not eligible for a base wage adjustment. Employees whose merit increase would result in them exceeding the maximum of the pay grade can only receive a base wage adjustment up to the maximum of the pay grades. The balance of the adjustment will be paid as a one-time lump sum amount.

10. Benefits: As previously announced, many components of the university’s health, dental, and vision plans (deductibles, co-pays, benefit levels, etc.) for faculty, administrators, and classified staff have been changed for fiscal/year 2016-2017. For more information see: https://www.ohio.edu/hr/benefits/index.cfm

Health plan premiums will continue to be based on salary. The salary brackets used to set premiums have been adjusted. Health plan premiums for single plans increased by 2.8%, increased 9.3% for employee plus 1 coverage and increased by 15% for family plans. Dental insurance premiums will increase slightly for the upcoming year, including the introduction of premiums for single plans. Two new vision plans and a new short term disability plan are being offered to employees effective July 1, 2016.
11. 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.

12. Post-doc and grant funded position increases must follow the above raise pool guidelines.