

Hay Classified Pay Increases

FAQs from 10.29.13 Comp Meeting

Q) When will the new ranges be available and will employees have access to the prior year pay ranges for reference?

A) Yes, HR will have both the 2013-2014 and the new 2014 Administrative Support salary ranges available on the HR website beginning October 31, 2013. Employees who are hired or transferred into a HAY classified position on or after December 1, we be compensated based upon the updated 2014 salary ranges.

Q) Define "Years of Service"

A) "Years of Service" is actual time in job/grade. For example, if an employee was hired July 1, 2011 in a HAY 7 and later promoted from a HAY 7 to a HAY 8 in July 1, 2013, the years of service for determining pay distribution would be .5 years of service within the current job.

Department business managers will be provided a listing of their staff along with position dates.

Q) How do we know the current grade for an employee?

A) Employees can now see his/her individual salary grade (Thank you Noyra!) by logging into job details on Porches and clicking on the employee's job title.

In addition, department business managers have this information.

Q) What are the next steps with communications?

A) An article will be published on or around November 1 in the Campus Report to include criteria for distribution and clarification on the "years of service".

Employees who are eligible will receive a personalized notification letter in mid-December

Q) Would there be a situation where an employee is eligible based upon criteria and does not receive an adjustment effective January 1, 2014?

A) Yes. Eligibility is also dependent on performance. Employees identified on a performance improvement plan or within a category of unsatisfactory performance may not qualify. This would include an increase to the minimum of the new pay ranges.

Q) If employee does not receive an increase due to performance, would there be an opportunity to revisit this in the future?

A) Yes, we will re-visit pay rates during the next fiscal year annual budget/merit process.

Q) Who do I speak with if there is a concern about eligibility related to performance?

A) Please do refer employees and/or supervisors to his or her appropriate human resources representative Andy Zvakos or Lee Jackson.

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Q) Who do I speak with if I have questions about service dates and or grades?

A) Please refer **employees** to speak with his/her supervisor who in turn will confirm information with appropriate business manager.

A) Please refer **supervisors and/or business managers** to myself, Andy, Steve and Lee. I will be working to schedule meetings with business managers over the next few weeks to review listing and confirm eligibility.

Q) Will UDRI employees be impacted by this project?

A) UDRI employees were reviewed as part of the scope of this project. HR does not post the UDRI ranges on the HR website. There will not be any changes to the ranges for UDRI effective January 1, 2014. Employees can contact his or her group leader with questions.