

The office of human resources has established a plan for increasing pay rates and pay ranges for non-exempt HAY administrative support positions. The pay raises, which could increase salaries as much as 3.5 percent, would take effect Jan. 1, 2014.

Salary adjustments are tied to HAY classification, years of service and performance, and are therefore unique to each employee.

Employees receiving a pay increase will receive a personalized notification letter in mid-December from a manager in their respective units. During November, human resources representatives will meet with each unit to confirm which employees are eligible for the raise.

As of October 15, 341 University employees were listed as HAY classified, and about half are expected to be eligible for the adjustment to base pay, human resources representatives said. Any newly hired employee who start in December will be brought in at the new rates based upon the position's employment classification.

The Jan. 24 paycheck will be the first to reflect the pay increase. Updated salary ranges for 2014 can be viewed on the human resources website.

To qualify, employee must be full-time or part-time benefit eligible working at least 1,000 hours during a calendar year and must have hourly pay rates below the range midpoint listed on the website for their pay grade. The pay increase will bring employees up to at least the new minimum hourly rate of their respective pay grade as reflected on the 2014 salary range chart. Increases will be based on years of service in the current position, not total years at the University.

Bargaining-unit employees, exempt and technical hourly paid employees are not eligible for the increase. Eligible employees on FMLA or other personal leave would receive the pay increase upon their return to work.

Eligibility is also dependent on performance. Employees identified on a performance improvement plan or within a category of unsatisfactory performance may not qualify.

For more information, contact Tony Linz, compensation manager, at alinz1@udayton.edu, or Andy Zavakos, assistant vice president of human resources, at azavakos1@udayton.edu.

Criteria for distribution:

- Must be full-time or part-time benefit eligible working at minimum 1000 hours or more in a calendar year.
- Employees will be brought up to at least the new minimum of the relevant pay range.
- Employees with 1 to 2 years of service will move to a target of 87% compa-ratio.
- Employees with 3 to 5 years of service will move to a target of 92% compa-ratio.
- Employees with 5 years of service or more will move to a target of 97% compa-ratio.

Examples:

- 1) Rudy Flyer is an employee at UD working in the Physical Therapy Department as an Administrative Secretary. The position is classified as a HAY pay grade 7 at \$12.00 per hour with less than one (1) years of service.
 - a. Effective January 1, 2014, Rudy's hourly rate will increase to \$12.58 per hour.
Why? Employees will be brought up to at least the new minimum of the pay range.
- 2) Rudy Flyer is an employee at UD working in the Bursar area as a Sr. Billing Representative. The position is classified as a HAY pay grade 8 at \$15.50 per hour with six (6) years of service.
 - a. Effective January 1, 2014, Rudy's hourly rate will increase to \$16.41 per hour.
Why? $\$16.92$ (midpoint) * 97% compa-ratio = $\$16.41$. Rudy is currently at $\$15.50$ with a target of $\$16.41$ per hour and would receive an increase of .91 cents per hour.
- 3) Rudy Flyer is an employee at UD working in the Roesch Library as a Circulation Specialist. The position is classified as a HAY pay grade 7 at \$15.00 per hour with three (3) years of service.
 - a. Effective January 1, 2014, Rudy's hourly rate will not change.
Why? $\$15.73$ (midpoint) * 92% compa-ratio = $\$14.47$. Rudy is currently at $\$15.00$ per hour and above UD target for the pay range.