

MEMORANDUM

TO: Cabinet Members and Assigned Supervisors
FROM: Human Resources
DATE: April 21, 2016
SUBJECT: 2016-17 Salary Increase Guidelines for Supervisors for Eligible Full-Time, Salaried Employees (Non-Faculty)

Approved base and pay for performance (merit) salary increase guidelines for 2016-17 are provided below for your use. They apply to all full-time, salaried employees (non-faculty) of the College. (Note: Faculty will receive separate guidelines for merit pay distribution.)

I. **Base Increase**

- A. All employees will receive a 2.0% base salary increase.
- B. Attached is an employee list that includes this amount.

II. **Pay for Performance (Merit) Increase**

- A. Under the direction of each Vice President and the Provost, supervisors will receive a salary pool of funds for pay for performance (merit) for their full-time, salaried employees. Funds are provided in a lump sum amount and are not an entitlement for each employee to receive.
- B. Pay for performance (merit) procedures:
 - Pay for performance (merit) is a discretionary program, there are no guaranteed amounts to any employee.
 - Eligible employees may receive 0% to 1.5% pay for performance but must be within the total dollars allocated.
 - Dollars for split-funded employees must remain within the fund. The same percentage increase is given in each fund.
 - New hires beginning April 1st through June 30th will only receive the base increase, funds are not available for pay for performance.
 - Performance pay should not be given if an employee has received Level 2 or Level 3 corrective action or if an employee is on formal probation.

- Although a formal performance evaluation process did not take place this year, please use performance to distribute funds. Performance may include:
 - Made extraordinary contributions to the department and/or the College
 - Achieved goals discussed throughout the year
 - Significant improvements over the last year
 - Other exceptional work
 - Although inequities have been addressed with Talent Management the department may also look for any other salary issues and address them through pay for performance.
 - Review your department for salaries below the minimum of the 2016-2017 salary schedule ([SLCC HR Compensation](#)) and address them in your salary increases.
 - As determined by the President's Cabinet, an employee must be current on their required training to be eligible for performance funding. Supervisors can access the current information regarding their employees' training status at: [Supervisor Employee Training Portal](#)
 - **Carefully review the enclosed Information and Instructions sheet** prior to recording your pay for performance (merit) salary increases.
 - If an employee appears on the list and no longer works full-time for the department, the funds are not available to use or disperse.
- C. Salary funds not distributed, if any, will be returned to the Human Resources Office for redistribution to other employees.

Human Resources and Budget will review the pay for performance sheets and adjustments may be necessary. Decisions regarding distribution of pay for performance is the responsibility of the supervisor, however, please do not disclose to the employee the amount of the salary increase, as it may need to be adjusted if the above guidelines are not followed. Official notification will be given to the employee through the Staff Salary Notification Letter sent by Human Resources annually.

If you have any questions, contact your supervisor, the Budget Office (Arlene Asay, x4229 for index inquiries), or Human Resources (Marni Fisher, x4812 for salary increase questions). If there are questions regarding required training, contact EEO/Risk Management (x4637). The effective date of 2016-2017 salary increases is July 1, 2016.

Enclosed are the information and Pay for Performance (Merit) sheets for your areas. Return your employee list with salary adjustments no later than **noon, May 2, 2016** to the appropriate Cabinet Member. All lists are to be turned into HR no later than **noon, May 6, 2016**.

Thank you.