Guidelines for Awarding FY 2022 Salary Increases

Introduction
President Benson authorized a merit program for FY 2022 to reward faculty and staff meritorious service. The following information is provided to guide you through the process.

Merit Awards
Deans and vice presidents are authorized to award merit increases for employees in their respective units from an allocation amounting to 4% of total eligible salaries in these units. In addition, vice presidents and deans may petition for additional allocations from which to address exceptional meritorious performance to proactively retain top performers and address internal equity issues previously submitted to HR by the June 30 deadline.

Merit funding allocations will be provided for salaries funded by core funds (state funds, designated tuition, and mandatory fees). Specific amounts for schools, departments, or divisions will be determined and communicated by the provost, dean, or vice president of the area.

Total merit award recommendations may not exceed the aggregate authorized pool. Any overage, if approved by the President or Provost must be funded by the school/division.

Processing and Timeline
The FY 2022 merit process will begin in September and will be completed in the new eMerit application in PeopleSoft. The merit allocation amounts will be based on the salaries for all budgeted positions, excluding vacancies, as of April 1, 2021.

Faculty promotions related to tenure will be effective September 1, 2021. All other faculty and staff salary increases, including any one-time merit payments and changes to the staff pay grades will be effective October 1, 2021.

The salaries of employees who are direct reports of the President and the Provost will not be included in the calculation of the unit allocations, and those employees will be moved to the President and Provost’s workbooks.

Merit allocations, including benefit increases for core funds will be transferred by the Budget Office in October. For all non-core funds, the unit’s current budget must be utilized for merit and benefit increases.

Detailed instructions for the timeline and processing will be distributed in a separate communication.

Eligibility and Increases
Merit increases are performance-based increases in compensation granted to employees whose performance and productivity are sufficient to earn an increase. Merit increases are granted to those employees who consistently perform at or above what is normally expected and required of their job.

Supervisors are responsible for recommending a merit increase based on the employee’s performance as documented in a current year performance evaluation. As all salary merit increases are based on performance, individual increases will vary among employees. In general, merit increases may be awarded to individuals in a range between zero (0) and ten (10) percent, and may be granted to faculty and staff employed in their current job when:

- They have been employed in their current job for at least six (6) continuous months before the effective date of the increase.
- At least six (6) months have elapsed since the employee’s last promotion, salary increase, or one-time merit payment.
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- Employees receiving faculty tenure promotions (effective September 1, 2021) will be eligible for the merit increases.

Individual merit increases will be recommended by supervisors within each School/Division, with final decisions to be determined by the respective dean, vice president, or the provost or president based on established protocols for the academic and administrative units.

**Increases Greater than 10%**

Executive approval is required for all proposed faculty and staff salary increases due to market, internal equity, merit, reclassification or promotion greater than 10% of the employee’s current salary. Requests for increases other than merit were due by June 30 to HR for review and are no longer accepted. HR will forward academic department requests to the provost for approval, and administrative offices will be forwarded to the President, after the normal protocol of approvals within the Schools/Divisions and the HR review is complete.

Staff merit increases greater than 10% should be sent to the Chief Human Resources Officer (CHRO), who will evaluate the proposal, advise the respective administrator as to the appropriateness of the requested amount based on internal and external data, and forward it to the President or Provost for final approval. The required higher-level approval should not be viewed as discouraging increases greater than 10% when the employee has earned such an increase, but rather as an administrative check aimed at ensuring institutional consistency and equity.

For questions or additional details, please review the UTD Compensation Standards and Practices at [http://www.utdallas.edu/hr/compensation/standards/](http://www.utdallas.edu/hr/compensation/standards/).

**Classified Staff Pay Ranges**

If an employee’s performance and productivity are sufficient to earn an increase, and the employee’s current annual salary is at the maximum of the pay grade, a one-time merit payment (see below) must be made in lieu of an increase in base salary. All employees must be paid at least the minimum for their assigned pay range. For salaries falling under the designated pay grade, an adjustment will be necessary to ensure the employee’s salary falls within the range for the pay grade of their job.

**One-Time Merit Payments**

One-time merit payments will be effective October 1, 2021 and normally may not exceed 10% of the employee’s current base pay within a fiscal year. If a one-time merit payment is awarded in conjunction with a merit salary adjustment, the total amount (one-time and recurring) may not exceed 10% without approval by the President (administrative units) or Provost (School or academic units). Justification for a one-time merit payment in excess of 10% must be submitted to the CHRO by the appropriate Dean or Vice President for executive approval.

**Market or Equity Adjustments**

A market adjustment is a change in pay rate/salary based on external salary data for similar positions. Equity adjustments to pay rate/salary are based on internal salary data and parity (for example, as a result of compression or inversion). The deadline to submit a market or equity adjustment, promotion, title change, or reclassification review request to Human Resources was June 30, 2021 and no additional requests will be accepted. Reviews are currently underway and a status update on the requested action will be provided to Schools/Divisions by September 1, 2021. Any approved increases will be effective October 1, 2021.

Mid-year salary increases, promotions, reclassifications, or one-time payments, etc., will not be granted unless the action is supported by a significant change in duties or departmental reorganization, or as a matter of retention in response to an official external job offer for a top performer. Review and approval by HR is also required to address any internal equity issues.
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## Additional Resources

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<tr>
<th>Questions Related to</th>
<th>Contact</th>
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| Eligibility and Increases             | Celeste Burnett, Director of Employment and Compensation  
                                      | Colleen Dutton, Chief Human Resources Officer  |
| Funding, Processing and Timeline      | Budget Office                                    
                                      | [Budget@utdallas.edu](mailto:Budget@utdallas.edu)  |