

MEMORANDUM

To: President's Council

From: Shernita Rochelle Parker, JD, Acting Vice President, HR/Payroll and Faculty/Staff Life

Subject: 2019 Commonwealth Performance Increases

Date: April 24, 2019

Although we're still awaiting the Governor's signature on the FY2019-2020 budget authorizing performance increases for faculty and staff, we would like to share what we know to date regarding the raises proposed in the state budget. The following guidelines are based on the understanding that salary appropriations are contingent upon there being no downward adjustment in the revenue forecast.

What follows is a general outline of how raises will be administered at Mason. The salary increases will be processed according to Commonwealth's Department of Human Resource Management (DHRM) guidelines. FAQs will be available on hr.gmu.edu.

Instructional/Research and Administrative/Professional Faculty

- Faculty hired into benefitted positions on or before March 10, 2019, will receive a 3% increase on June 10, 2019, based on a satisfactory performance evaluation
- The increase will be applied to base salary and eminent scholar stipends only. Other stipends are not included.
- An additional 1% merit pool will be provided to units to be used for merit increases at the discretion of the Deans/Directors/VPs. Centrally funded units will receive the 1% pool; self-supporting units will need to support the costs associated with the merit pool.
- Faculty hired or rehired into benefitted positions after March 10, 2019, will not be eligible for the increase.
- Employees with an unsatisfactory evaluation rating, or no evaluation, are not eligible for the increase.
- Faculty on leave without pay will receive the raise when they return to active status.
- Eligible faculty on paid leave will receive the increase on June 10, 2019 (12-month), or August 25, 2019 (9-month).
- For all 9- and 12-month faculty, the order of the increases will be:
 - P&T
 - Minimum Salary by Rank
 - Contractual increases
 - VA State Increase

Classified Staff

- Classified employees hired into benefitted positions on or before March 10, 2019, will receive a 2.75% increase
- Classified employees with a satisfactory performance review and three or more years of service will receive an additional 2.25% merit increase effective June 10, 2019.
- Classified employees hired or rehired into benefitted positions after March 10, 2019, will not be eligible for the increase.

- Employees with an unsatisfactory evaluation rating, or no evaluation, are not eligible for the increase.
- The 2.75% performance increase and the 2.25% merit increase will be combined to provide a one-time total increase of 5% for those employees with three or more years of service.
- Otherwise eligible employees who are on short-term disability or other paid leave will receive the increase on June 10, 2019.
- Classified employees on leave without pay are not eligible for the increase until they return to work or are in a paid leave status.

Adjunct Faculty and Graduate Assistants

- The Provost-approved faculty salary matrix will be increased by 3% effective August 25, 2019.
- The fall 2019 Adjunct Matrix will be posted on the Provost Office website.
- The fall 2019 Graduate Assistant minimum will change as well and will be posted on the [Provost Office website](#).

Student and Non-Student Wage

- Units will receive a 2.75% increase in their wage pool.
- Wage employees may be eligible for up to 2.75% increase at the discretion of the unit.
- This does not apply to students paid from Work Study funds.

Evaluations

Accrediting standards set by the Southern Association of Colleges and Schools' Commission on Colleges (SACS-COC) require that universities regularly conduct evaluations of both faculty and staff. While the regulations do not specify precisely how such evaluations must be conducted, the university must always be able to prove that they occurred. Normally, a written performance evaluation would fulfill the documentation requirement. However, if the evaluation is conducted orally, then the dean or director of the academic unit is responsible for ensuring that sufficient alternative documentation is maintained. Questions about documentation may be directed to Janette Muir, Associate Provost for Academic Initiatives and Services, at jmuir@gmu.edu.

This salary increase is based on performance and requires faculty and staff to have a recent performance evaluation. Generally, administrative and professional faculty and classified staff would have been completed in October, 2018. An evaluation will need to be completed for:

- Employees hired or rehired between July 25, 2018, and May 10, 2019
- Any administrative and professional faculty and classified staff who do not have a 2017-2018 evaluation on file

Supervisors considering unsatisfactory ratings or needing assistance should call the Employee Relations team at 3-3878. Frequently asked questions will be posted on the Human Resource & Payroll website at <http://hr.gmu.edu>. Additional questions concerning the performance evaluation process should be directed to the Workforce Planning Team at workplan@gmu.edu.

Important Implementation Dates

Vice Presidents/Deans/Directors may request earlier due dates for their review.

- April 9, 2019- Budget Office provides access to the 2019 Performance Increase Workspace.
- May 3, 2019- All 2019 Performance Increase Workspace proposals are due from the units to the Budget Office.
- May 7, 2019- Workspace sent to Provost/Senior Vice President/SRC for their review.
- May 10, 2019- Deans/Directors will email Michelle Lim (mlim1@gmu.edu) to certify that Instructional/Research faculty have met the performance requirements and list names of any individuals who have not met the performance requirements. Department heads with new A/P faculty and classified with no previous evaluation must complete interim or probationary evaluations and send it to Human Resources and Payroll by May 10, 2019.
- May 21, 2019- Workspace due back to the Budget Office.
- May 10 through June 24, 2019- Blackout period for all other increases except promotion, tenure and contractual increases.

Best wishes for the end of the semester.

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