

April 2, 2002

**TO:** Deans, Directors and Department Heads

**FROM:** George H. Davis, Senior Vice President for Academic Affairs and Provost  
Saundra L. Taylor, Vice President for Campus Life

**RE:** 2002 Salary Adjustment Update

The legislature and Governor Hull recently approved a \$1,450 General Adjustment Rate Increase to be distributed to state employees on June 8, 2002. The University's Finance Committee and Cabinet have approved an implementation plan for this adjustment. Here are the key points of the current plan, which supersedes all previous communications regarding 2002 salary adjustments.

**General Information Regarding the June 8, 2002 General Adjustment Rate Increases**

- Employees who are on the payroll as of June 7, 2002 are eligible for the General Adjustment Rate Increase.
- Allocations, prorated by FTE, have been made for employees funded by state and local allocated sources. Individuals funded through other sources, including grants, cash style and auxiliaries, will receive a General Adjustment Rate Increase unless there is insufficient funding; in that case, these individuals should receive equivalent General Adjustment Rate Increases as soon as funding is available from the respective source(s), which should be no later than the next renewal of funding. Increases may not be implemented retroactively.
- Eligible academic-year employees will receive the General Adjustment Rate Increase when the academic year resumes in August 2002. Eligible academic employees on a '10/12' agreement will receive the General Adjustment Rate Increase on July 1, 2002. Eligible fiscal-year employees will receive the General Adjustment Rate Increase on June 8, 2002.
- Supplemental Compensation rates for Faculty and Appointed Personnel on an academic year appointment may be increased effective June 8, 2002 to reflect the General Adjustment Rate Increase.
- For Classified Staff employees, the University will waive the restriction on exceeding the pay range maximum; therefore, Classified Staff employees who are at, near, or beyond the pay range maximum will receive this General Adjustment Rate Increase to their base salary.

- Graduate Assistant/Associate employees will receive the General Adjustment Rate Increase, pro-rated by FTE. The effective date for each Graduate Assistant/Associate employee depends on whether the employee is appointed on a fiscal or academic contract, as outlined in the third bullet above. The Graduate Assistant/Associate pool lines will be permanently adjusted based on the FTEs currently on the line.
- Student employee groups A, B and C are not eligible for the General Adjustment Rate Increase.
- The current off-cycle pay adjustment moratorium is lifted and Systems Control will accept off-cycle pay adjustment transactions for an April 1, 2002 effective date. Transactions will not be processed retroactively. Off-cycle pay adjustments still require vice president approval.
- There will be an off-cycle pay adjustment moratorium in effect from June 3, 2002 to June 30, 2002 to accommodate the fiscal year budget rollover.
- Since the final cost of the General Adjustment Rate Increase will not be known until after June 8, decisions about funding vacant lines will be made after the General Adjustment Rate Increase is applied.
- This General Adjustment Rate Increase cannot be concurrently supplemented, regardless of the potential supplemental funding source.

### **Administrative Information**

- The \$1,450 increase will have the effect of increasing the university's minimum hiring standard to \$8.20 per hour for all classified titles, except those used exclusively for high school student and on-call employment. Effective June 8, 2002 this new minimum hiring standard must be used for all employee recruitments, new hires, and pay adjustments. While there may be fewer new hires in these positions, the employees will earn a higher pay rate. The minimum rates of grades 12 and 13 on the Classified Staff pay schedule will be adjusted accordingly, effective June 8, 2002.
- General Adjustment Rate Increases for all eligible employee categories will be generated systematically, and these increases will be pre-printed on the Processing Reports supplied by Systems Control. The Reports, processing instructions and deadlines will be distributed no later than May 31, 2002.
- Payroll will publish an update via the PayNews listserv to assure that employees who are required to work on June 8 and 9 receive the increase for these worked hours.
- This memo and a "[Frequently Asked Questions](#)" document can be located through the Human Resources web page at [www.hr.arizona.edu](http://www.hr.arizona.edu).

**CONTACT PERSONS**

**PLEASE DIRECT YOUR QUESTIONS AS FOLLOWS:**

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