

TO: Deans, Directors, and Department Heads

FROM: George H. Davis, Executive Vice President and Provost
Saundra L. Taylor, Senior Vice President Campus Life

DATE: June 6, 2005

SUBJECT: FY 2005-06 Salary General Adjustment Program

The governor has signed into law a salary general adjustment, H.B. 1513, which states “The annual salary level of each employee shall be increased by 1.7 percent . . . and shall apply to less than full-time employees on a prorated basis.” While the legislatively defined implementation date is July 2, 2005, the University of Arizona will implement this adjustment effective July 1, 2005.

Policy

Allocation of the 1.7% salary adjustment, prorated by FTE, has been made for employees funded by state and locally budgeted allocated accounts. It is University policy to compensate **all** individuals consistently regardless of the source of position funding. Only in unusual circumstances when funding is unavailable shall an increase be deferred temporarily until funding becomes available. Principal investigators and their business administrators shall ascertain immediately the capacity of their grant or contract to fund the adjustment. **Department administrators must take action to identify positions for which there is temporarily insufficient funding.**

Eligibility

All Faculty, non-faculty Appointed Personnel, and Classified Staff on the payroll as of June 30, 2005, are eligible for the General Adjustment, regardless of benefits eligibility.

The following are not included in this process: Graduate Assistants/Associates; Student employee groups A, B and C; High School Student titles; Extra Help titles; Technical Experts; Summer Session titles; temporarily funded positions (Faculty, non-faculty Appointed Personnel and Classified Staff); and vacant lines.

Change in Printing Date of Notices of Re-Appointment

Due to the project implementation timeline, Notices of Re-Appointment previously scheduled for printing on June 19, 2005 will now be printed on June 30, 2005 to reflect the new July 1, 2005 pay.

ALLOCATION INFORMATION/GUIDELINES

- Allocation of the 1.7% salary adjustment, prorated by FTE, has been made for employees funded by state and locally budgeted allocated accounts.
- Individuals funded through other sources, including grants/contracts, will receive the General Adjustment unless there is temporarily insufficient funding. Unit administrators will take action to assure that eligible employees receive equivalent General Adjustments as soon as funding is available from the respective source(s), which should be no later than **July 1, 2006**. Unit administrators are responsible for monitoring deferred increases accordingly.
- General Adjustment increases may not be implemented retroactively.
- General Adjustment increases can not be supplemented regardless of the funding source.
- Other types of pay adjustments (career progression, equity, market, retention, and promotion) also may be effective on July 1, 2005. In the case of multiple pay adjustments that are concurrently effective July 1, 2005, the 1.7% General Adjustment is calculated on the new permanent base pay.
- For Classified Staff employees, the University waives 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 to their base salary.
- **All General Adjustment increases will be processed automatically by Systems Control, regardless of the funding source.** The Verification Worksheets will be available on the Financial Services Office (FSO) Information Services Web (ISW) no later than **June 23, 2005**. Each unit will have up to four worksheets.
 - Salary lines for grant/contract funded (in full or in part);
 - Wage lines for grant/contract funded (in full or in part);
 - Salary lines for all other funding sources (for verification only); and
 - Wage lines for all other funding sources (for verification only).

ACTIONS REQUIRED

Grant/Contract Deferrals

- Requests to defer any increase for grant/contract funded employees must be documented on the Verification Worksheets – write 'insufficient funding' and the projected date the increase will be awarded. These requests must be received by Systems Control no later than the close of business on **June 29, 2005**.

Temporary/Special Assignments

- To increase the permanent lines for individuals on temporary or special assignments, and who are funded from state or locally budgeted accounts, submit an Request for Budget Change (RBC) to Systems Control no later than the close of business **July 23, 2005**, so that funding is in place when the individual returns to his/her permanently funded position.

Leaves of Absence

- Eligible employees who are on a *paid* leave of absence on June 30, 2005, will receive the increase on July 1, 2005.
- Eligible employees who are on an *unpaid* leave of absence on June 30, 2005, will receive the increase upon return to paid status. Submit an RBC to Systems Control no later than the close of business **July 23, 2005**, so that funding is in place when the individual returns to his/her prior position.

2005 GENERAL ADJUSTMENT IMPLEMENTATION TIMELINE

Verification Sheets available for departmental access at the FSO Information Services Web (ISW): https://www.fso.arizona.edu/isw/default.asp	June 23, 2005
Last day for departments to return to Systems Control Verification Worksheets that identify individuals/positions for which there is temporarily insufficient grant/contract funding	June 29, 2005
FY 2005-2006 Notices of Re-Appointment printed (after close of business)	June 30, 2005
General Adjustment Increase effective General Adjustment Increase populated and reflected in PSOS ASRS contribution rate increases by 1.7%	July 1, 2005
Last day for departments to return permanent budget changes to Systems Control for individuals on 1) leave without pay, or 2) temporary/special assignments.	July 23, 2005
First paycheck with new pay rates and new ASRS contribution rate. (This is the payday for the pay period June 20, 2005 through July 3, 2005.)	July 8, 2005

CONTACT PERSONS

Category	Area	Name	Phone	Email Address
Faculty	Provost's Office	Nancy Milburn	621-3876	milburn@email.arizona.edu
Classified Staff and non-faculty Appointed Personnel	Human Resources	Christy Drake	626-1038	drakec@email.arizona.edu
	AHSC Human Resources	Cathy Nicholson	626-4650	maryn@email.arizona.edu
Budget Items	Budget Office	Kathy Whisman	621-3324	kwhisman@email.arizona.edu
	Colleges of Medicine, Nursing, Pharmacy, and Public Health	Sarah Hiteman	626-7669	hiteman@email.arizona.edu
Verification Worksheets	Systems Control	Priscilla Cantu	621-7722	pcantu@email.arizona.edu