

Iowa State University

Frequently Asked Questions for Supervisors and Employees FY2020 Annual Salary Adjustment ¹ May 2019

1. My salary is funded by a grant. Does this policy apply to me?

Yes. The Salary Adjustment Policy² is applicable for all fund sources. It is important to note that employees funded entirely by external grants are still employees of ISU, with institutional policies applicable (i.e., the granting agency is not the employer). Further, federal regulations prohibit institutions from having a separate policy for setting (or adjusting) salaries for those employees paid from federal sponsored funds (separate from employees paid on state funds).

2. I am unclear of what expectations I have to meet to receive a satisfactory evaluation. What should I do?

Effective and ongoing performance management is an expectation for every ISU department chair/supervisor. As an employee, if this is unclear, you are encouraged to initiate the discussion with your department chair/supervisor about his or her expectations of you. This should be done prior to the annual evaluation in order to allow you time to have an opportunity to demonstrate your performance. The Position Responsibility Statement (PRS) for faculty or Position Description (PD) for P&S staff should be current and reflect these expectations.

3. Is there a standard format for my performance evaluation?

For P&S staff, there is no required format; however, the supervisor should use a format that addresses all facets of an employee's job responsibilities. University Human Resources has templates available for supervisors to use. These templates are available at <http://www.hrs.iastate.edu/hrs/node/86>. For faculty, a written annual evaluation is also required (no template provided).

4. Is there a specific time period in which performance evaluations should be conducted?

All evaluations shall be conducted at least annually. The evaluation period may be different for each unit. However, the July 1 and October 1 performance-based salary adjustment shall be based on the most recent evaluation on file that took place prior to July 1, 2019. The Faculty Handbook states that for faculty, the evaluation period is the calendar year.

5. I have appointments in multiple departments or have multiple department chairs/supervisors. Who should conduct my annual evaluation?

Your primary department is responsible for completing your annual evaluation for the record. For those having multiple department chairs/supervisors, it is suggested that the department

¹ Applies to all K-Base employees, except those with performance-based compensation adjustments prescribed by existing contracts. Applies to Post Docs and requires additional review to ensure experience in Years 2-5 is recognized and that stipend meets the minimum required for the respective years' experience.

² The University's Salary Adjustment Policy can be found at <http://policy.iastate.edu/policy/salaryadjustments>.

chairs/supervisors participate in a single evaluation. The evaluation should contain input from other areas as necessary.

6. Given the phased approach to salary adjustments this year, what evaluation will my performance increase be based on?

For P&S staff, both the July 1 and October 1 salary increase will be based on the most recent evaluation that took place before July 1, 2019. For Faculty, the July 1 and October 1 increase is based on the previous calendar year's review.

7. Will the increases in October be retroactive to July 1, 2019?

No, the October 1 increase is not retroactive.

8. What is the base salary amount that is used to calculate the July 1 and October 1 increase?

The June 30, 2019 base salary is used to calculate the July 1 and October 1 increase. For example, an employee's base salary is \$45,000 on June 30, 2019. A 1% increase is \$450. \$45,450 is what the employee's base salary would be on July 1. For the October 1 increase, the percentage would be calculated off the June 30 salary of \$45,000.

9. Why is the university using a phased approach this year to salary adjustments?

The FY2020 salary increase is split into two phases to provide more planning time for all budget units. The Administrative Service Center (ASC) cost pools are being finalized and colleges and other budget units have mandatory cost increases that must be prioritized. Deferring a portion of the salary policy allows more time to adequately identify resources for these costs.

10. Does the approach to salary adjustments impact whether or not I will receive an annual performance evaluation?

No; performance evaluations are an important tool to communicate an employee's performance. Supervisors are required to complete them annually regardless of how salary adjustments are administered.

11. What is the minimum performance-based salary adjustment for July 1, 2019 and October 1, 2019³?

The minimum salary adjustment for satisfactory performance is 1.0% on July 1 and 1.0% on October 1.

12. The parameters indicate that if an employee is not performing satisfactorily they do not receive a salary adjustment on either July 1, 2019 or October 1, 2019. If the employee is not performing satisfactorily, the employee must be placed on a performance improvement plan (PIP) or action plan. If the employee succeeds in meeting the defined outcomes of the PIP or action plan, the employee may be considered for a performance-based salary adjustment in January 2020. What is the mid-year salary adjustment in this case?

The effective January 2020 salary adjustment granted upon satisfactory performance and at the discretion of the supervisor would be 2% in alignment with the FY2020 salary parameters.

³ Parameters are contingent upon the final outcomes of the legislation session regarding state appropriation allocations to the university, and contingent upon Board of Regent's approval. The parameters may be adjusted for employees of the Ames Laboratory to coincide with applicable federal salary adjustment guidelines.

13. Is the P&S Salary Matrix being adjusted for FY2020?

Yes. The P&S salary matrix maximum for FY2020 is adjusted upward by 1% and is effective July 1, 2019.

14. If I am a P&S employee and am currently at or near the top of my salary range, will I still receive a minimum salary adjustment for satisfactory performance?

Base salaries for P&S staff cannot exceed the maximum of the salary range. However, the movement of the pay matrix this year will mitigate this for the 1% salary adjustment for satisfactory performance effective on July 1, 2019. For the salary adjustment effective October 1, 2019, P&S staff who are at the top of their pay grade are eligible to receive their 1% as a one-time payment. This amount will not be added to base salary. In order to be eligible for this one-time payment, an employee must have a satisfactory performance evaluation. P&S staff who are *near* the top of their pay grade where the 1% increase will take them over the maximum are eligible to receive an increase to their base pay up to the maximum of their paygrade and the remainder of the 1% can be disbursed through a one-time payment.

15. Are new employees hired after January 1, 2019 eligible for FY2020 salary adjustments?

Annually, the expectation is that units making new hire offers after January 1 will determine if an annual performance-based adjustment will be allowed prior to extending an offer. The LOI or offer letter must specify whether the starting salary will be in effect until the beginning of the next fiscal year, or whether a salary adjustment will be allowed. It is expected that a satisfactory review based on a 90 day written performance evaluation be conducted before a performance-based salary adjustment is allowed.

16. Are new employees, hired after May 1, 2019 eligible for a FY2020 salary adjustment?

No. The LOI should indicate that the offered salary will continue into FY2020 (applies to both July 1 and October 1)

17. We are renewing the Letter of Intent (LOI) for a current term employee. What language should be on the document if we do not have approval for the increase at the time of signing the renewal?

The Annual base salary line should read, *salary is not less than (and write in their current salary)*. FY2020 performance-based salary adjustments should be based on published parameters.

18. What if I have a pending P&S reclassification request?

With Workday implementation scheduled for July 1, 2019, reclassifications had to be submitted to UHR Classification and Compensation by May 1, 2019. Any actions not received should be held until after July 1, 2019. For this reason, there should be no pending P&S reclassifications prior to the July 1 salary adjustments. If you have questions about this, please contact your HR Liaison.

19. Where can I find my new salary after July 1, 2019?

After it is loaded, salary increase information will be viewable in Workday. You can find your compensation history in Workday by navigating to your Worker Profile → select Compensation in the menu on the left hand side of the screen → select the Pay Change History tab at the top of the screen that appears to the right. The e-salary slip in AccessPlus will no longer be active after July 1, 2019.