

# Iowa State University

## FY22 Annual Salary Adjustment Parameters

June 16, 2021

Annual base salary adjustments in FY22 are effective July 1, 2021, for Faculty, Professional and Scientific (P&S) Staff, Contract Staff (K-Base)<sup>1</sup>, and Post Docs, pursuant to applicable Board of Regents and University policy<sup>2</sup>. It is the intention that across-the-board base salary adjustments of 2.1% be applied to these employee groups, assuming a satisfactory performance rating.

### Faculty, P&S Staff, Contract Staff and Post Docs Guidelines

<b>2.1% across-the-board base salary increase for satisfactory performance; effective July 1, 2021</b>	The across-the-board base salary adjustment for satisfactory performance is 2.1%. <sup>3</sup>
<b>Discretionary performance-based compensation adding to base salary; effective July 1, 2021<sup>4</sup></b>	At the discretion of the employing unit, discretionary, performance-based base compensation increases may be given to recognize individual performance. <ul style="list-style-type: none"><li>• Discretionary performance-based increases cannot exceed 2% on average. The average will be calculated at the division level.</li><li>• No individual will exceed 8% of discretionary performance-based compensation.</li></ul>
<b>One-time payment for P&amp;S staff near or at the top of the pay matrix effective July 1, 2021</b>	P&S employees at or above the maximum of their paygrade will receive the 2.1% across-the board increase as a one-time payment. P&S employees close to the maximum where the 2.1% will take them over the max of their pay grade will receive an increase to base pay up to the max of the grade and the remainder of the 2.1% will be disbursed through a one-time payment. P&S employees at or above the maximum of their pay grade are still eligible for the additional discretionary increase up to 8% to recognize individual performance as a lump sum following the same guidance as above for staff at or near the top of the pay matrix. One-time payments for the across the board and discretionary performance based will follow the schedule set by the president for non-one-time payments.
<b>No increase (0%) for less than satisfactory performance</b>	For less than satisfactory performance, an employee will not receive a salary adjustment or one-time payment. In such cases, the supervisor will be required to file a performance improvement plan (PIP) for P&S staff and contract staff, or an action plan for faculty and post docs, which includes a review in December 2021. Should the employee improve sufficiently as a result of the PIP or action plan (i.e. his/her overall performance is satisfactory), the employee will be eligible for a performance-based salary adjustment effective January 1, 2022 <sup>5</sup> . In no case shall an individual be allowed to receive a salary adjustment if they have had two years or more of less than satisfactory performance.

<sup>1</sup> Applies to all K-Base employees, except those with performance-based compensation adjustments prescribed by existing contracts.

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

<sup>3</sup> The university will apply increases consistent with the [Eligibility Criteria for Performance-Based Merit Adjustments](#)

<sup>4</sup> The President will determine payment date; however, effective date will be 7/1.

<sup>5</sup> May not be applied retroactively.

<b>Market and equity adjustments</b>	Market or Equity adjustments will continue to be awarded outside of July 1 and may not be included in the total, performance-based salary adjustment provided on July 1.
<b>P&amp;S Pay Matrix Adjustment</b>	The P&S pay matrix will not be adjusted in FY22. As a reminder, all P&S staff that are below the minimum of their current pay grade must be adjusted no later than October 1, 2021. For units looking to have the salary increase applied to an increased base amount associated with bringing a staff member to the minimum, those transactions need to take place with an effective date on or before June 30, 2021.
<b>Ames Laboratory Adjustments</b>	These adjustment parameters may be adjusted for employees of the Ames Laboratory to coincide with applicable Federal salary adjustment guidelines.