

FY23 Faculty Salary Increase Program

How to Communicate Increases

JUNE 2022

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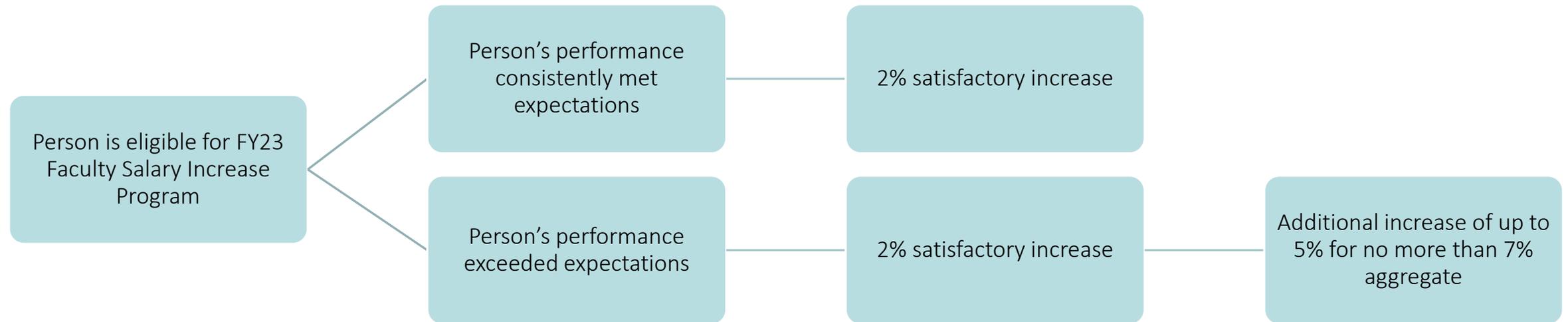
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Section 1:
Where We Are in the FY23 Faculty Salary
Increase Program

Reminder: Mental Model for FY23 Faculty Salary Increases





FY2023 Faculty Salary Increase Program Timeline

Phase I: Preparation and Decision-Making

Week of April 11

- Faculty Salary Increase Program memo released to university leaders

April 25

- Special groups due back to HRSPs

May 6

- HRSPs release faculty salary increase spreadsheets to units

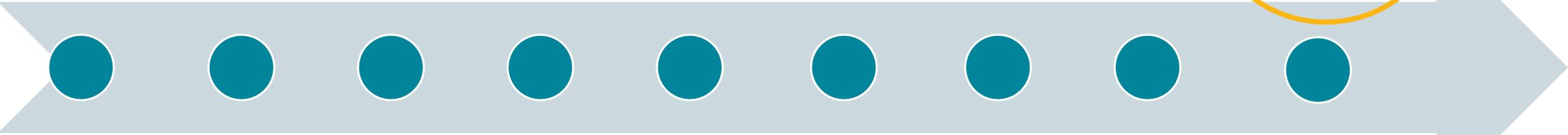
May 20

- Faculty salary increase spreadsheets due back to HRSPs

June 20

- “How to Communicate Merit Increases” resources from Faculty Affairs and Human Resources

We are here



April 18

- HRSPs reach out to confirm special groups (those not organized by timesheet org)

May 2

- Data snapshot to create faculty salary increase spreadsheets

May 9 and 10

- “How to Calibrate Merit Increases” workshops by University Human Resources and the Office of Faculty Affairs

Month of June

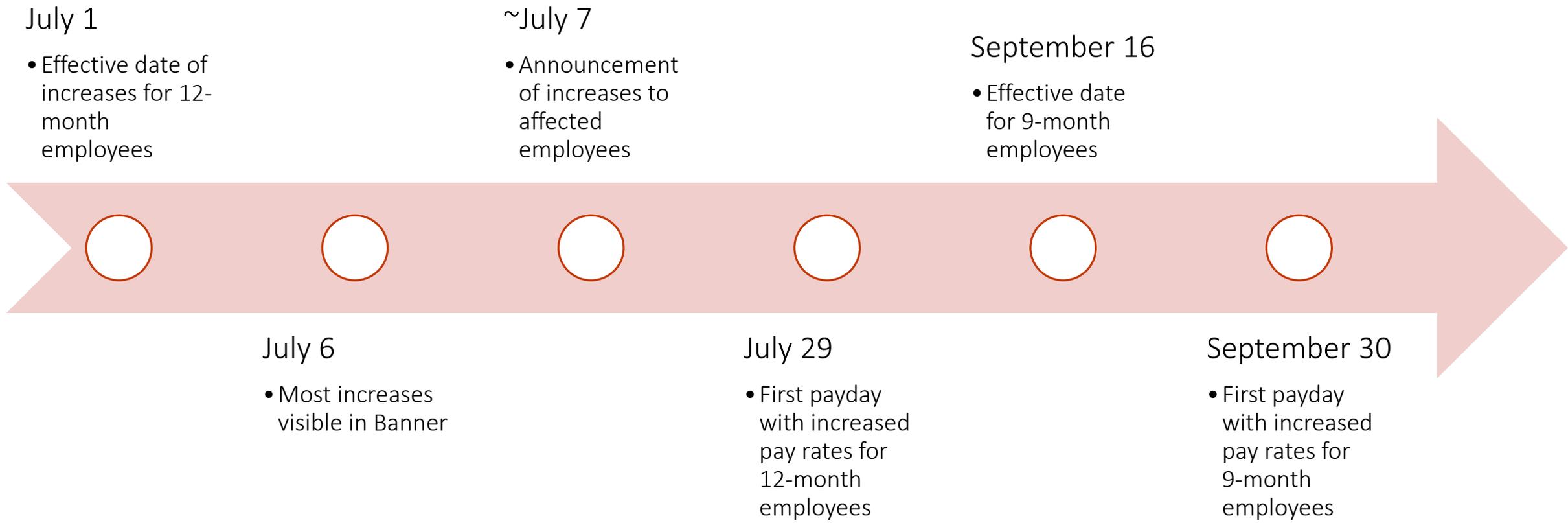
- Series of audits, validation and other necessary data steps in UHR, Payroll and Budget offices

New this year



FY2023 Faculty Salary Increase Program Timeline

Phase II: Implementation



Section 2: Mechanics of Informing Employees

High-Level Process to Inform Employees

June 20:

Increases confirmed to college/unit leaders by HR Strategic Partners via final spreadsheets

College/unit leaders communicate with supervisors who recommended increases via final spreadsheets

By June 30 (recommended):

Supervisors inform their team members, using rates from final spreadsheets

Employees and supervisors can check new rate on July 7



Refresher: Salary Increase Decision-Making Recommendations

As a leader, you make key recommendations and decisions about your team's salaries. Expect your team to ask detailed questions. Prepare by following the tips below.

Follow a consistent process

Seek out reliable sources of information about performance

Do your utmost to reduce bias and avoid logical fallacies

Practice how you will explain your decisions if questioned

Clearly explain how an employee's achievements and outcomes connect to their salary increase

Clearly explain how an employee might improve performance

Listen attentively to employee concerns and respond with facts

Avoid making promises you can't fulfil

Ask for help if you need it

Supervisor Guidance: How to Inform Employees Who Received an Increase

Best Practice: Discuss One-on-One

1. Can be in person or remotely as needed.
2. If you have a standing time with the employee, use it. Otherwise, ask to meet. 30 minutes is usually sufficient.
3. Use a quiet place where you won't be interrupted.
4. Thank the person for their contributions in AY/FY22. Be as specific as possible. Explain how the employee's efforts support our mission, objectives, and values
5. Express your confidence in the employee.
6. Thank the employee again and encourage them to keep up the good work!
7. Inform the employee of their new pay rate (or that no pay change was appropriate) and when the rate is effective.
8. Provide space for the person to ask questions. Listen and respond to the person.
9. Seek additional information to respond to questions if necessary.
10. Make a plan with the person to establish goals for AY/FY23.



Supervisor Guidance: How to Inform Employees Who Received an Increase

Sample Phrases

[Person], thank you for meeting with me today. I'd like to thank you for your work over the last year. I was particularly impressed by what you achieved on [name of project], which as you know is a big part of how we are trying to [hybridize a class/better serve students/increase administrative efficiency]. Beginning [July 1/September 16], your new salary rate is [\$XXXX]. You can check it online after July 7 using instructions on the HR website. Do you have any questions, or is there anything you'd like to talk about?

[Person], it's always good to see you. Today I'd like to talk about your accomplishments from the last year and let you know how your salary is changing. Something that stood out to me was your [published paper/research finding/new curriculum for class/focus on new student experience]. While salary isn't everything that OSU offers, I can confirm that on [July 1/September 16], your salary rate is increasing to [\$XXXX]. Thank you again for everything you did last year and continue to do.

Supervisor Guidance: How to Inform Employees Who Received an Increase

Alternative: Large Teams

1. Send an individual email that thanks the person for their contributions in AY/FY23. Be as specific as possible. Explain how the employee's efforts support our mission, objectives, and values.
2. Offer to answer any specific questions the person may have, including via a scheduled meeting.
3. Inform the employee of their new pay rate (or that no pay change was appropriate) and when the rate is effective.
4. Provide opportunity for the person to ask questions. Respond timely.
5. Seek additional information to respond to questions if necessary.
6. Make a plan to establish goals for AY/FY23.

Supervisor Guidance: How to Inform Employees Who Received an Increase

Special Consideration: Employees on 9-Month Appointments

- 9-month academic year appointments ended June 15
- If person has a summer appointment with your department/unit, appropriate to inform via meeting or email
- If person is confirmed to return in fall, look at options that don't require use of OSU email or phone numbers
 - Send email with clear expectations that person will not read it until their return
 - Voicemail to personal phone line
 - Letter to home address



Supervisor Guidance: How to Inform Employees Who Received an Increase

If You Choose to Send a Letter

- Place on your department's letterhead
- You can adjust language if necessary, using sample phrases provided earlier
- Do not need to copy Faculty Affairs or Human Resources
- Please keep in mind that salary rates round

Supervisor Guidance: How to Inform Employees Who Did Not Receive an Increase

If the increase was denied because performance did not meet expectations

- This should **not** be the first time the employee learns their performance was unacceptable
- Remind the person of actions or performance concerns that led to your decision and the steps you are taking together toward improvement
- Encourage the person toward continued improvement

If the increase was denied because the person did not otherwise meet eligibility criteria

- Make sure the person knows which criteria were not met
- Goal is to be clear that the person's efforts are still valuable and appreciated

Anticipated Questions

How do supervisors find out what increase is confirmed for their team members?

HR Strategic Partners will send confirmations to unit and college leaders on June 20. Leaders are asked to communicate with supervisors.

Why isn't OSU sending salary increase notification letters?

When supervisors communicate directly with their teams, they can tailor the message for each person. Thanks and appreciation are most meaningful when they are specific.

Section 3:
How Employees Can Check
Updated Salary Rates After July 7

How Employees Can Check Updated Salary Rates

Updated salary rates are visible beginning July 7

Employee Process: Quickest Route

1. Navigate to <https://prodapps.isadm.oregonstate.edu/EmployeeSelfService/ssb/hrDashboard#/jobSummary>
2. Log in using DUO and ONID credentials
3. Click into your current OSU job(s)
4. New rate and effective date are shown

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Employee Dashboard • Job Information

Job Information

Current Job

Director-HR Strategic Partners, C13206-00

Personnel Date: 03/01/2022	Title: Director-HR Strategic Partners
Reason for Change: Pay Increase--Other	Department Name: QFA - Univ Human Resources Central
Job Salary or Hourly Rate: \$130,008.00	Shift: 1
Effective Date: 03/01/2022	
Status: Active	

Title: Director-HR Strategic Partners
Department Name: QFA - Univ Human Resources Central
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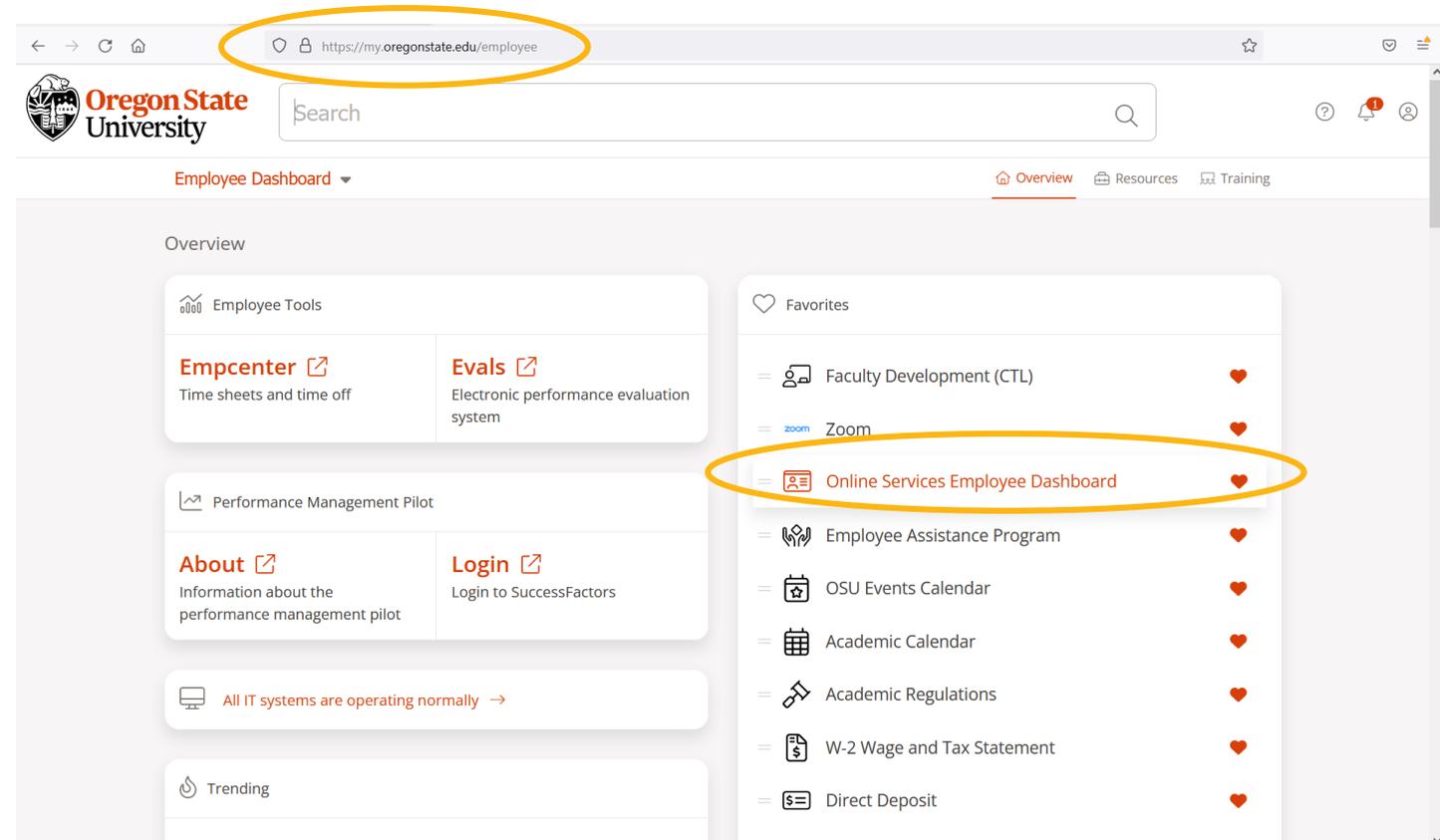
Title: Director-HR Strategic Partners
Department Name: QFA - Univ Human Resources Central
Shift: 1

How Employees Can Check Updated Salary Rates

Updated salary rates are visible beginning July 7

Employee Process: Detailed Route

1. Navigate to <https://my.oregonstate.edu/employee>
2. Log in using DUO and ONID credentials
3. Click into Online Services Employee Dashboard



How Employees Can Check Updated Salary Rates

Employee Process: Detailed Route (con't)

7. Click into your current OSU job(s)

8. New rate and effective date are shown

← → ↻ 🏠 <https://prodapps.isadm.oregonstate.edu/EmployeeSelfService/ssb/hrDashboard#/jobSummary> 90% ☆

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[Employee Dashboard](#) • [Job Information](#)

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Section 4:
How Supervisors Can Check Updated
Salary Rates After July 7

How Supervisors Can Check Updated Salary Rates

Updated salary rates are visible beginning July 7

Supervisor Process: Quickest Route

1. Navigate to <https://core.oregonstate.edu/reports/HRS0009>
2. Log in using DUO and ONID credentials
3. Click into your current OSU job(s)
4. New rate and effective date are shown

Please do NOT use this tool to check updated rates before July 7, 2022!

The screenshot shows the 'Employee List by Supervisor' page for Carolyn M. Warfield. The table lists employees with columns for ID, NAME, Eclass, Eclass Description, Position, Home Org, TS ORG, Leave Category, Full or PT, Org Hire Date, Cur Hire Date, Seniority Date, Last Paid Date, Assign Grade, FLSA Type, and Apt %. The 'Hourly Rate' and 'Annual Salary' columns are highlighted in red, indicating that updated rates are visible starting July 7, 2022.

ID	NAME	Eclass	Eclass Description	Position	Home Org	TS ORG	Leave Category	Full or PT	Org Hire Date	Cur Hire Date	Seniority Date	Last Paid Date	Assign Grade	FLSA Type	Apt %	Hourly Rate	Annual Salary
931606259	Anderson, Tarron K.	UF	Uncl Non-Teach 12mo .5+ FTE	C16473	408401	408401	Unclassified 12mo	F	11/5/2008	5/22/2017	11/5/2008	5/31/2022	S	No FLSA	100		
932369276	Flynn, Curtis	UF	Uncl Non-Teach 12mo .5+ FTE	C18352	408401	408401	Unclassified 12mo	F	9/30/2013	9/30/2013	9/30/2013	5/31/2022	C46	No FLSA	100		
930530684	Gerding, Tricia R.	UF	Uncl Non-Teach 12mo .5+ FTE	C18287	408401	408401	Unclassified 12mo	F	9/2/1997	9/2/1997	9/2/1997	5/31/2022	C46	No FLSA	100		
931549830	Hill, Jennifer F.	UF	Uncl Non-Teach 12mo .5+ FTE	C14794	408401	408401	Unclassified 12mo	F	10/30/2007	10/30/2007	10/30/2007	5/31/2022	C46	No FLSA	100		
934472828	Kulp, Monica C.	UF	Uncl Non-Teach 12mo .5+ FTE	C10116	408401	408401	Unclassified 12mo	F	3/21/2022	3/21/2022	3/21/2022	5/31/2022	C46	No FLSA	100		
932775540	Lopez, Michelle A.	UF	Uncl Non-Teach 12mo .5+ FTE	C17732	408401	408401	Unclassified 12mo	F	4/15/2015	4/15/2015	4/15/2015	5/31/2022	C46	No FLSA	100		
931382704	Maerki, Stefanie R.	UF	Uncl Non-Teach 12mo .5+ FTE	C10762	408401	408401	Unclassified 12mo	F	10/6/2014	3/2/2020	11/13/2016		C46	No FLSA	100		
930787079	Nedry-Johnson, Stacy	UF	Uncl Non-Teach 12mo .5+ FTE	C10776	408401	408401	Unclassified 12mo	F	10/17/2013	11/17/2013	10/17/2013	5/31/2022	C46	No FLSA	100		
934267362	Powell, Kadie	UF	Uncl Non-Teach 12mo .5+ FTE	C18193	408401	408401	Unclassified 12mo	F	11/12/2019	11/12/2019	11/12/2019	5/31/2022	C46	No FLSA	100		

C = Confidential Employee Record - Do Not Disclose Employee Information
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Information contained in this report is confidential and intended for internal use only. Use of this information for any other purpose is prohibited. See OSU Policies "Acceptable Use of University Information" and "Acceptable Use of Computing Resources" for more information.
HRS0009

Section 5: Resources

Reminder: FY23 Faculty Salary Increase Program Eligibility

Eligible

- Individual held an academic faculty or professional faculty appointment at any FTE at any time during FY22; and
- Met or exceeded expectations in their last PROF or merit review; and
- Remains in an active academic faculty or professional faculty appointment as of May 2, 2022; or
- Returns to the same academic faculty or professional faculty appointment during FY23.

Not Eligible

- Individual starts a new academic or professional faculty position beginning July 1, 2022 or later and has the opportunity to negotiate a new starting salary; or
- Individual did not hold an active academic or professional faculty position in FY22

Salary is only one part of OSU's compensation program - Learn more by visiting the links below

Benefits Calculator - Approximates the dollar value of OSU's medical benefits and explains paid time off
<https://hr.oregonstate.edu/benefits/new-employees/benefits-calculator>

Discount Programs
<https://hr.oregonstate.edu/benefits/current-employees/health-wellness-work-life/discount-programs>

Employee Assistance Program
<https://hr.oregonstate.edu/benefits/current-employees/health-wellness-work-life/employee-assistance-program/beyond-benefits>

Faculty Staff Fitness Program
<https://health.oregonstate.edu/fsf>

Family Resource Center
<https://familyresources.oregonstate.edu/>

Time Off, Holidays and Protected Leave
<https://hr.oregonstate.edu/benefits/current-employees/time-holidays-protected-leaves>

Tuition Benefits – Reduced tuition costs, with possible transfer to family members
<https://hr.oregonstate.edu/benefits/current-employees/tuition-reduction-staff-fee-privileges>

Much more at WorkLife@ OSU!

<https://hr.oregonstate.edu/lifebalanceosu>