FY23 Faculty Salary Increase Program

*How to Communicate Increases*

JUNE 2022
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Section 1:
Where We Are in the FY23 Faculty Salary Increase Program
Reminder: Mental Model for FY23 Faculty Salary Increases

Person is eligible for FY23 Faculty Salary Increase Program

Person’s performance consistently met expectations

2% satisfactory increase

Person’s performance exceeded expectations

2% satisfactory increase

2% satisfactory increase

Additional increase of up to 5% for no more than 7% aggregate
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 18
• HRSPs reach out to confirm special groups (those not organized by timesheet org)

April 25
• Special groups due back to HRSPs

May 2
• Data snapshot to create faculty salary increase spreadsheets

May 6
• HRSPs release faculty salary increase spreadsheets to units

May 9 and 10
• “How to Calibrate Merit Increases” workshops by University Human Resources and the Office of Faculty Affairs

May 20
• Faculty salary increase spreadsheets due back to HRSPs

Month of June
• Series of audits, validation and other necessary data steps in UHR, Payroll and Budget offices

June 20
• “How to Communicate Merit Increases” resources from Faculty Affairs and Human Resources

New this year
We are here
FY2023 Faculty Salary Increase Program Timeline
Phase II: Implementation

July 1
• Effective date of increases for 12-month employees

~July 7
• Announcement of increases to affected employees

July 6
• Most increases visible in Banner

July 29
• First payday with increased pay rates for 12-month employees

September 16
• Effective date for 9-month employees

September 30
• First payday with increased pay rates for 9-month employees
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.
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

<table>
<thead>
<tr>
<th>If You Choose to Send a Letter</th>
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<tbody>
<tr>
<td>◦ Place on your department’s letterhead</td>
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<tr>
<td>◦ You can adjust language if necessary, using sample phrases provided earlier</td>
</tr>
<tr>
<td>◦ Do not need to copy Faculty Affairs or Human Resources</td>
</tr>
<tr>
<td>◦ Please keep in mind that salary rates round</td>
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</table>
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](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
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)

4. Scroll down to Job Summary
5. Expand the carat if necessary
6. Click into Job Information
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
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!
Section 5: Resources
## Reminder: FY23 Faculty Salary Increase Program Eligibility

<table>
<thead>
<tr>
<th>Eligible</th>
<th>Not Eligible</th>
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<tr>
<td>• Individual held an academic faculty or professional faculty appointment at any FTE at any time during FY22; and</td>
<td>• 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</td>
</tr>
<tr>
<td>• Met or exceeded expectations in their last PROF or merit review; and</td>
<td>• Individual did not hold an active academic or professional faculty position in FY22</td>
</tr>
<tr>
<td>• Remains in an active academic faculty or professional faculty appointment as of May 2, 2022; or</td>
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<tr>
<td>• Returns to the same academic faculty or professional faculty appointment during FY23.</td>
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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