FY24 Faculty Salary Increase Program

How to Communicate Increases

MAY 2023
Agenda

Section 1: Where we are in the FY24 Salary Increase Program Process
Section 2: Conversations with Employees about Salary Increases
Section 3: How to Check Updated Salary Rates
Section 4: Resources
Section 1:
Where We Are in the FY24 Faculty Salary Increase Program
Reminder: Mental Model for FY24 Faculty Salary Increases

Person is eligible for FY24 Faculty Salary Increase Program

- Person’s performance met expectations
  - 2% satisfactory increase

- Person’s performance exceeded expectations or was exceptional
  - 2% satisfactory increase

  Additional increase of up to 4% for no more than 6% aggregate
FY2024 Faculty Salary Increase Program Timeline
Phase I: Preparation and Decision-Making

Week of March 21
• Faculty Salary Increase Program memo released to university leaders

May 2
• Data snapshot to create faculty salary increase spreadsheets

May 5
• HRSPs release faculty salary increase spreadsheets to units

May 8 and 9
• “How to Communicate Merit Increases” workshops

May 19
• Faculty salary increase spreadsheets due back to HRSPs

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

We are here
College/Division decision-making

Sample process

1. HR Strategic Partner sends merit spreadsheet to college/division leader
2. College/division leader asks their leadership team for recommendations
   - Have to stay within program limits (this year, 3% overall)
3. Leaders, managers and supervisors review evaluations, progress on goals, documentation, etc. and discuss, then recommend increases to college/division leader
   - Some groups gather these via the spreadsheets
   - Others have a discussion before updating the sheets
4. College/division leader adjusts or approves recommendations and returns sheets to HR Strategic Partner
5. HRSP reviews for consistency with program guidelines and obtains signatures
## Salary Increase Decision-Making Recommendations

<table>
<thead>
<tr>
<th>Follow a consistent process</th>
<th>Seek out reliable sources of information about performance</th>
<th>Do your utmost to reduce bias and avoid logical fallacies</th>
<th>Practice how you will explain your decisions if questioned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clearly explain how an employee’s achievements and outcomes connect to their salary increase</td>
<td>Clearly explain how an employee might improve performance</td>
<td>Listen attentively to employee concerns and respond with facts</td>
<td>Avoid making promises you can’t fulfil</td>
</tr>
</tbody>
</table>

Ask your HR Strategic Partner for help if you need it.
FY2023 Faculty Salary Increase Program Timeline
Phase II: Implementation

June 7
• Anticipate announcement that salary increases are approved

July 6
• 12-month increases visible in Banner

September 16
• Effective date for 9-month employees

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

July 31
• First payday with increased pay rates for 12-month employees

September 29
• First payday with increased pay rates for 9-month employees
Section 2: Conversations with Employees about Salary Increases
Preparing for the Conversation

Get ready!
Consider what you want to achieve
- Recognize achievements, progress and improvements over the last year

Acknowledge that you may not know everything
- The new exact rate may not be available yet

Prepare your notes and rehearse

Book time on your calendar, ideally June 7-15
Supervisor Guidance:
Conversation about Salary 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 person, use it. Otherwise, ask to meet. 30 minutes is usually sufficient.

3. Use a quiet place where you won’t be interrupted.
Supervisor Guidance: 
Conversation about Salary Increase

Best Practice: Discuss One-on-One (Continued)

4. Thank the person for their contributions in AY/FY23. Be as specific as possible. Explain how their efforts support our mission, objectives, and values

5. Encourage them to keep growing and taking on new challenges

6. Inform the employee of the salary increase percentage you recommended and when the rate will be effective.
Supervisor Guidance: Conversation about Salary Increase

Best Practice: Discuss One-on-One (Continued)

7. Provide space for the person to ask questions. Listen and respond to the person.

8. Seek additional information to respond to questions if necessary.

9. Make a plan with the person to establish goals for AY/FY24.
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/FY24. 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 the salary increase percentage you recommended and when the rate will be effective.
4. Provide opportunity for the person to ask questions. Respond timely.
5. Seek additional information to respond to questions if necessary.
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
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 University 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
Section 3: How to Check Updated Salary Rates
How Employees Can Check Updated Salary Rates

Updated salary rates for 12-month employees 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
How Supervisors Can Check Updated Salary Rates

Updated salary rates for 12-month employees 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 4: Resources
## Reminder: FY24 Faculty Salary Increase Program Eligibility

<table>
<thead>
<tr>
<th>Eligible</th>
<th>Not Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Individual held an academic faculty or professional faculty appointment at any FTE at any time during FY23; and</td>
<td>• Individual starts a new academic or professional faculty position beginning July 1, 2023 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 FY23</td>
</tr>
<tr>
<td>• Remains in an active academic faculty or professional faculty appointment as of May 2, 2023; or</td>
<td></td>
</tr>
<tr>
<td>• Returns to the same academic faculty or professional faculty appointment during FY24.</td>
<td></td>
</tr>
</tbody>
</table>
HR webpage for Faculty Salary Increase Program FY24

https://beav.es/SHg
Quick Take-Aways

1. Know your unit’s process
2. Make well-founded and documented recommendations for salary increases
3. Be ready to discuss with employees approximately June 7-15; use slides 11-13 for specific preparation information
4. Be specific in thanking people for their work and encouraging their growth
5. Ask your HR Strategic Partner for help if you need it

Thank you for being a supervisor!