

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

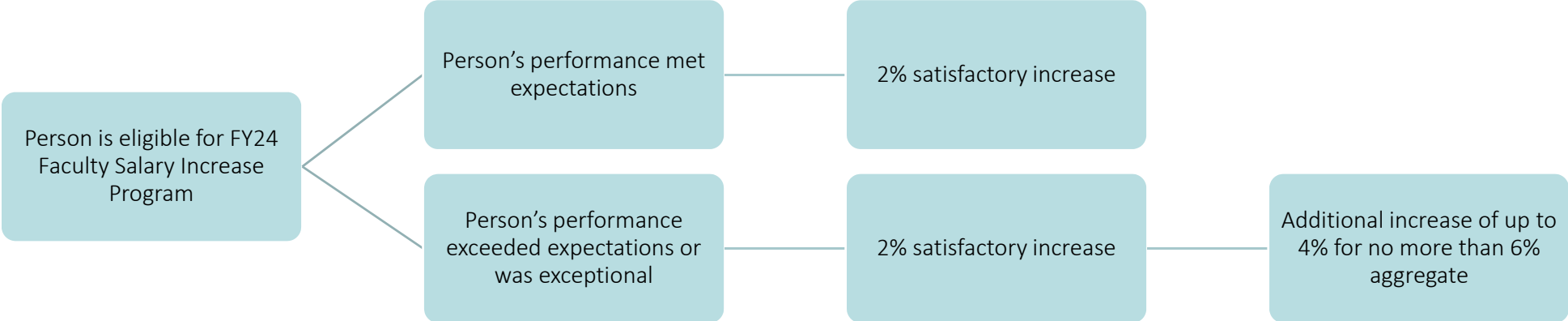
Section 3: How to Check Updated Salary Rates

Section 4: Resources

Section 1:
Where We Are in the FY24 Faculty Salary
Increase Program



Reminder: Mental Model for FY24 Faculty Salary Increases



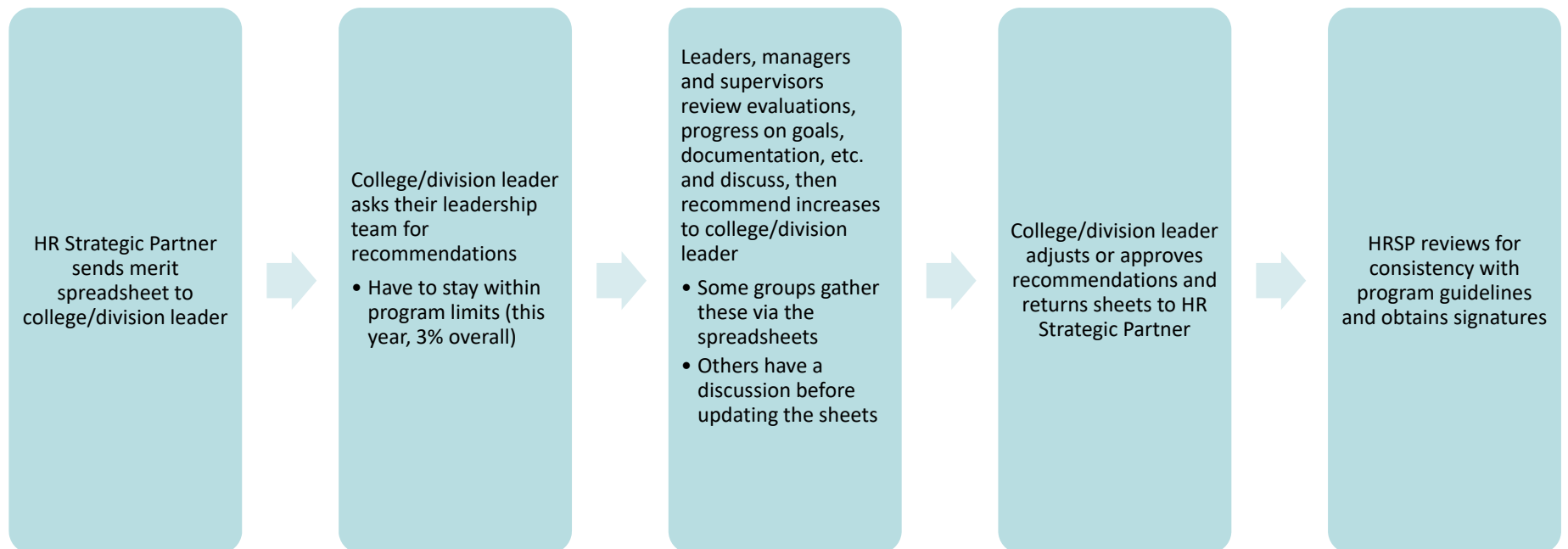
FY2024 Faculty Salary Increase Program Timeline

Phase I: Preparation and Decision-Making



College/Division decision-making

Sample process



Salary Increase Decision-Making Recommendations

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 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

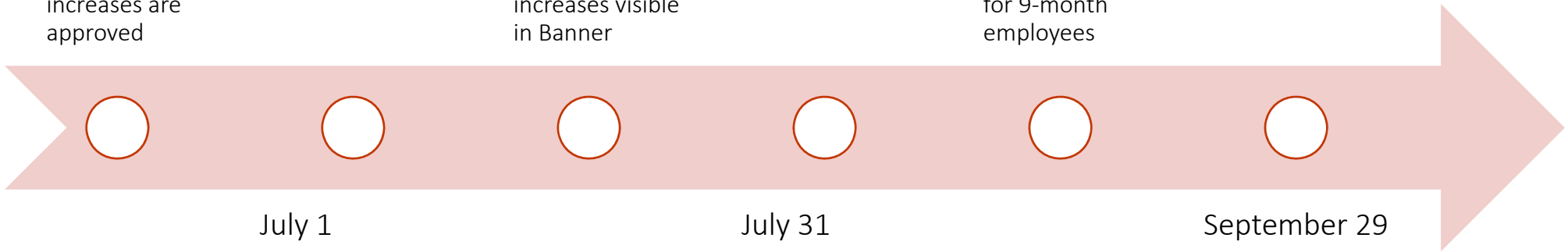
- Effective date of increases for 12-month employees

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.
6. Make a plan to establish goals for AY/FY24.

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

The screenshot displays the Oregon State University Employee Self-Service interface. The page title is "Job Information" under the "Employee Dashboard" and "Job Information" tabs. The current job is identified as "Director-HR Strategic Partners, C13206-00". A yellow circle highlights the following details:

- Personnel Date: 03/01/2022
- Reason for Change: Pay Increase--Other
- Job Salary or Hourly Rate: \$130,008.00
- Effective Date: 03/01/2022
- Status: Active

Below this information, there are three rows of job details, each with a redacted area (a solid red rectangle) on the left side. The details for each row are:

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

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

Employees I Supervise (HRS0009)

Employee List by Supervisor

Supervisor: Warfield, Carolyn M. As of: 6/16/2022

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		
934472928	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		
932273540	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

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

Section 4: Resources

Reminder: FY24 Faculty Salary Increase Program Eligibility

Eligible

- Individual held an academic faculty or professional faculty appointment at any FTE at any time during FY23; 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, 2023; or
- Returns to the same academic faculty or professional faculty appointment during FY24.

Not Eligible

- 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
- Individual did not hold an active academic or professional faculty position in FY23

HR webpage for Faculty Salary Increase Program FY24



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Faculty Salary Increase Program FY24

- [Memo from Provost \(3/21/2023\)](#)
- [Memo from Faculty Affairs and University Human Resources \(3/21/2023\)](#)
- [Spreadsheet Instructions](#)
- [Calibrating Merit Increases](#)
- [Information for Supervisors](#)
- [Information for Employees](#)

Instructions

The information and instructions below are provided to help you confirm academic faculty and professional faculty eligibility for the current salary increase program. Before proceeding, please review the March 21, 2023 memo from Faculty Affairs and Human Resources. It contains essential information about this year's increase including eligibility criteria and whom to contact with questions.

[+ College/Unit Responsibility](#)

[+ Instructions for Each Worksheet](#)

[+ Additional Information](#)

[+ Communicating Merit Increases](#)

Information for Supervisors

[+ Recommendation for communicating the merit increase to employees](#)

Information for Employees

<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!