Classified Staff Increases FAQ  
FY 2017-2018

How will classified increases work this year?

Classified staff are eligible for a 1.75% Across-the-Board (ATB) increase and a performance based merit increase (shown in the chart below).

Will all classified employees receive the 1.75% ATB?

All active classified employees who are employed by the University prior to July 1, 2017 will receive the ATB increase, regardless of performance rating.

However, employees whose base pay reaches the range maximum without receiving the full 1.75% in base-building will receive the difference as a one-time, non-base building payment.

If an employee’s salary is at range maximum, the ATB increase will be a non-base building, one-time payment.

Will all classified employees also receive a merit (performance based) increase?

Classified staff who were hired before April 1, 2017 and received a performance rating of Successful (2 rating) or Exceptional (3 rating) for the April 1, 2016 through March 31, 2017 performance management cycle, will receive a merit increase. The amount of the merit increase is based on the merit pay table below.

How much will my merit increase be?

Merit pay is based on an employee’s performance rating and placement within the salary range based on salary as of June 1, 2017 (see chart below). If an employee’s salary falls within the fourth quartile, the merit increase will not be base building and will be paid as a one-time, lump sum payment in the July 31, 2017 paycheck.

<table>
<thead>
<tr>
<th>FY 2017-18 Merit Pay Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Rating</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>3 - Exceptional</td>
</tr>
<tr>
<td>2 - Successful</td>
</tr>
<tr>
<td>1 - Needs Improvement</td>
</tr>
</tbody>
</table>

Base Building | Non-Base Building
How do I know which quartile I am in?

Compensation Plans (salary ranges) list salary ranges divided into the 4 quartiles for each classification and are available on the Department of Personnel and Administration website. Use the 2016-17 Compensation Plan to identify your quartile based on salary as of June 1, 2017.

Will my merit increase be prorated if I did not work for the University during the entire performance management cycle (4/1/16–3/31/17)?

Yes. The merit increase will be prorated based on the number of months you worked during the performance cycle. This proration does not apply to the ATB increase.

How will my new salary be calculated?

The ATB increase will be added to your current base salary and then your merit increase (calculated on your base salary as of 6/1/17) will be added to that new amount. The state provides a calculator (link below) that can be used to calculate your new salary.

https://www.colorado.gov/pacific/sites/default/files/HR%20Merit%20Pay%20Calculator%20FY%202017-18_1.xlsx

Will any of the classified salary ranges change (i.e. will some minimums increase and/or some maximums decrease)?

Yes. Pay ranges will be adjusted and the new Compensation Plan is available on the Department of Personnel and Administration website.

If I converted to a University Staff position during the classified performance management cycle, am I eligible for any classified compensation increase?

No.

I am in a classified position but received a promotion after the performance cycle. Am I still eligible for a merit increase?

Yes. You are eligible for the merit increase regardless of whether you were promoted or transferred from one department to another as long as you are in a classified position and received a final overall performance rating of 2 or 3 for the 2016-2017 plan year. Your quartile will be based on your June 1, 2017 monthly salary.

What if I didn’t receive a performance evaluation for the 2016-2017 plan year?

All classified employees hired on or before March 31, 2017 are required to receive a performance evaluation. If you have not received an evaluation, please contact Brad Mathers in Employee Performance and Development at 303-724-9687.
When will I receive these pay increases?

The FY 2017-2018 classified staff across-the-board and merit pay increases are effective starting July 1, 2017. Classified employees eligible for a FY2017-2018 ATB and/or merit adjustment will see the increases in their July 31, 2017 paycheck.

If I have additional questions about my new compensation, who should I call?

Please contact Juli Carey in Compensation at 303-315-2703 or e-mail hr.compensation@ucdenver.edu