

FAQs

One-time, Non-base Building Payment/ FY 2021-22 Merit Changes

July, 2021

These questions are of a general nature and meant to give answers to our Denver Campus. The guidance applies to Denver and ASA units only. They are neither all-encompassing nor intended to speak to an employee's unique situation.

General Questions

- What is the purpose of this year's one-time, non-base building payment?

In recognition of the challenges employees met during the past year's pandemic and the compensation cycle shift approved by the Board of Regents on April 8, 2021, CU Denver is providing, for this fiscal year only, a one-time, non-base building payment to eligible faculty, research faculty, and university staff employees. The one-time payment will be funded and directly charged to central campus sources, which were made available because of federal pandemic relief funding.

- What does "non-base building" mean?

"Non-base building" means the pay increase is temporary or one-time and does not add to the employee's continuing regular salary rate. An increase that raises an employee's continuing or ongoing salary is considered a "base-pay" increase.

Employee Eligibility

- Which employees are eligible to receive the one-time non-base building payment?

Employees include positions normally eligible for merit increases including regular faculty and university staff in Denver schools, colleges, academic and student affairs (ASA), and CU Denver specific administration who meet the conditions below.

- have an active appointment on July 1, 2021;
- hired prior to February 1, 2021;
- and received a "meeting expectations" or higher performance rating during the 2020 performance management cycle

- Which position types are eligible to receive this payment?

The following employees with an active appointment as of January 31, 2021 who are still employed on July 1, 2021 are eligible:

- Tenured and Tenure-Track Faculty
- Instructors/Sr. Instructors
- Research Faculty (not including temporary)
- Clinical Teaching Track Faculty
- Research Associate series (PRA, Senior PRA, Research Associate, Senior Research Associate).
- Post Docs
- Scholars in Residence
- University Staff (not including temporary)

As approved by the state of Colorado legislature, classified staff employees will receive a 3% across-the-board base-building merit increase effective July 1, 2021 instead of the one-time non-base building payment.

Employees with the following titles are not eligible:

- Part-time faculty (Adjunct, Lecturer, etc.)
- Student workers
- Student faculty
- Working Retirees
- Visiting Faculty
- Temporary employees (classified, university staff and research)
- Summer research, teaching, administrative, or additional appointments are not included. Only primary appointments will be considered.

How is this one-time payment calculated for regular salaried employees?

9-month contract faculty

Salary is based on the following:

- Academic year salary as of September 1, 2020 (pre-furlough salary)
- FTE as of May 31, 2021
- If on short work break as of May 31, 2021, salary is based on most recent, active salary prior to May 31, 2021.

12 month faculty, university staff, those in research associate series ((PRA, Sr. PRA, Research Associate, Senior Research Associate):

Salary is based on the following:

- Salary as of June 30, 2021.
- FTE as of June 30, 2021

All employees

- Must have an active appointment on July 1, 2021.
- Must have been employed prior to February 1, 2021
- If still employed and/or transferred between February 1 – July 1, 2021, employee is eligible for one time payment.
 - The 2% payment covers the 6-month gap between the July 1 merit date and the proposed January 1 merit cycle. This results in a payment for the employee equivalent to 1% of their annual academic year contract or 12-month salary. This does not include summer appointments or other administrative/academic appointments for faculty. Only the academic year (regardless of whether pay is distributed over 9 months or 12 months), or 12-month (for faculty with 12-month appointments), base salary for faculty will be considered in the calculation.

HR Business Partner & Payroll Questions

- What do I need to do as an HR Business Partner to ensure the payment is accurate and completed?

The Budget Office and central HR will partner to produce reports that will be shared with HR Business Partners. You will be asked to review the files for accuracy and return them to budgeted/central HR who will send a combined upload file to Employee Services/Payroll for upload.

The Budget Office will provide a file for contract faculty based on the labor planning module in Axiom. If adjustments need to be made, the HR Business Partner can update data to accurately calculate the one-time amount based on the May 31, 2021 snapshot date.

Central Human Resources will provide a file that includes 12-month faculty, university staff and those in the research faculty series (PRA, Sr. PRA, Research Associate, Senior Research Associate) on July 1. Schools/Colleges will be asked to review the file for accuracy to ensure the salary reflected is the salary as of June 30, 2021. The one-time payment will be based on the June 30, 2021 salary.

Financial Questions

- What is the source of funding for this payment?

The one-time payment will be funded and directly charged to central campus sources, made available because of the pandemic relief funding provided by the Federal Government. One-time payments made to eligible employees funded from gifts, grants, contracts, or auxiliary funds will also be directly charged to these central campus sources.

Compensation Cycle Date Shift FAQ

General Questions

- Why did the Board of Regents approve a change in the merit salary pool cycle from fiscal year to calendar year?

This change will allow decisions on merit pool increases to be made once fall census has occurred and the campus has a more accurate picture of its revenue outlook for the year.

- Which employee populations are included in the fiscal year to calendar year compensation cycle date shift?
 - The compensation cycle date shift impacts regular faculty and university staff.
 - The compensation cycle date for classified staff will remain July 1.

Will this shift create a large gap between the end of the current performance management cycles and the payout of any merit increases? Will there be a change to performance management cycle timelines to address this?

- The campuses are meeting to address the performance cycle in light of the compensation cycle shift. More information will be released as soon as it is decided.
- Will there be base-building merit increases effective January 1, 2022?
 - This has not yet been determined. The merit pool increase decision will be made in early October, once fall census has occurred and the campus has a better picture of its revenue outlook for the year.
 - Individual campus revenue thresholds will determine whether an on-going calendar year merit salary pool is implemented effective January 1, 2022.

Employee FAQ

- When will the one-time non-base building payment be received if I am eligible?

The one-time non-base building payment will be included in the end of July paycheck.

- Will taxes or benefits be deducted?
 - Taxes will automatically be deducted based on W-4 rate
 - Benefit deductions will follow same deductions as regular pay
 - Retirement eligible (401(a) and PERA)