

# UIC HR Policies and Procedures

NUMBER

405-02

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SUBJECT	EFFECTIVE	REVISED
<b>Mid-Year Salary Increases</b>	7/1/2006	9/1/2013
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

## PURPOSE

To identify the criteria under which mid-year salary increases may be awarded to academic and open range Civil Service staff, to establish responsibility and authority of UIC in the administration of mid-year salary increases, and to ensure conformance with Federal and State labor laws and University policy.

## SOURCES AND BACKGROUND

The General Rules Concerning University Organization and Procedures

## APPLICABILITY

All Academic Professional and Open Range (non-union-represented) Civil Service employees.

## POLICY

Generally, all salary adjustments shall be made at the beginning of the academic year. On occasion, a unit may have an exceptional case for a mid-year salary increase recommendation. Exceptions will be considered for cases involving substantial changes in responsibilities or bona fide matching offers; generally such offers will be from outside the University. Mid-year salary increases are not to be used by units as rewards for completion of internal probationary periods. Newly hired employees should be informed that the starting salary will be in effect until the beginning of the next academic or grant year.

Specific documentation must be provided if a mid-year salary increase is requested. The presumption in cases of substantively increased responsibilities is that the increase is significant enough to warrant a change in title. Full job descriptions of the old and new positions, including new responsibilities, are required. For an academic professional position, the job documentation under which the employee is currently employed and a new job description showing the change in responsibilities must be provided. The Director of Compensation or designee will determine the validity of the request. A mid-year salary increase must go into effect at the beginning of a payroll period; salary increases may not be made retroactive.

For cases involving matching offers, a copy of the letter of offer should be attached. If this is not possible, a statement indicating the institution that is making the offer, the name and title of the contact person, and the terms of the offer should be provided.

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## PROCEDURES

### RESPONSIBILITY

### ACTION

- |                                     |  |
|-------------------------------------|--|
| 1. Department/Unit Head             | Obtains the appropriate approvals in accordance with their administrative unit or college unit policy and procedure for submission/prior approval of mid-year salary.  |
| 2. Department/Unit Head             | Provides unit-approved written request and justification for mid-year salary increase to the appropriate Vice Chancellor with current job description and documentation. Requests on behalf of an employee reporting directly to the Vice Chancellor must be sent to the UIC Human Resources Director of Compensation or designee. |
| 3. Vice Chancellor                  | Decides to recommend or deny the request and returns it to Department or Unit Head.  |
| 4. Department/Unit Head             | If recommended, forwards request with the letter of recommendation to UIC Human Resources Compensation.  |
| 5. UIC Human Resources Compensation | Reviews for completeness, approves or denies request, and if approved, returns it to the Department/Unit Head. If request is for a salary increase of more than 10%, forwards it to senior level campus administrator (Chancellor, Provost, UIHSS designee, etc.) for approval.  |
| 6. Department/Unit Head             | If request is approved, submits an HRFE transaction, attaching documentation and approval email.   |