



1. For what types of salary increases are university support staff eligible?

When University funds are available for salary increases, university support staff may be eligible for two types of salary increases: an across-the-board increase and a merit increase.

University support staff may also be eligible to receive a longevity bonus.

2. How does the across-the-board increase work?

If funds are available for salary increases, two-thirds of the funds will be provided on an across-the-board basis to staff. All staff members will receive that increase, except those with a current evaluation rating of “unsatisfactory.” Temporary staff are also eligible for the across-the-board increase. The percent increase may vary from year to year; there may be times when no salary increases are available.

3. How does the merit increase work?

If funds are available for salary increases, one-third of the funds will be provided as a merit pool for staff. The percent of merit increase may vary from year to year; there may be times when no merit increases are available.

4. What staff are eligible for a merit increase?

A staff member must have a current evaluation on file in HR/EO with a rating of “meets expectations” or above to be eligible for the merit increase. Staff serving on an initial probationary period are not eligible for a merit increase. Staff serving on a promotional probationary period are eligible for a merit increase if their most recent performance evaluation had a rating of “meets expectations” or above.

Staff who are newly hired on March 1 or after are not eligible for a merit increase the following fiscal year.

Temporary staff are not eligible for the merit increase.

5. What criteria are used to decide how much merit increase a staff member receives?

The merit increase is not based solely on a performance evaluation rating; rather several criteria as listed below may be taken into consideration.

1. Performance – The meritorious performance of a staff member’s job duties.
2. Conduct – The employee’s overall conduct during the annual merit period.
3. Additional, more complex responsibilities – Staff may have assumed additional, more complex duties because of increased skill levels, staff restructuring, or additional departmental programs.

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4. Salary compression – Staff may have remained at the same salary level for some time. There may have been inadequate differentiation between former civil service jobs.
5. Market value – Job salaries may be significantly below relevant job market salaries, making it difficult to recruit and/or retain staff.
6. Skill acquisition – Staff may have acquired new skills approved as useful by the campus department or school to address the unit’s mission. Those skills may have been acquired through certification, formal coursework, or licensing.

6. Will every staff member receive a merit increase?

Not every staff member will receive a merit increase, and the percent increase received by staff will vary. Funds available for merit increases cannot be distributed on an across-the-board basis.

7. Who decides on how much merit increase a staff member receives?

The University establishes the overall average merit percent for staff. Individual schools/departments have a process whereby merit increase recommendations are submitted to the dean/director. Recommendations may be solicited from departmental supervisors/managers in that process. The dean/director must approve all increases before they are submitted to the Budget Office.

8. Can a merit increase be appealed?

Merit increases cannot be appealed.

9. Is there any oversight of merit increases outside the school/department?

Merit increases of 0% or 5% and above will be reviewed by the Provost’s Office. Justification for such merit increases must be provided to the Provost’s Office. The Budget Office will monitor merit increases to be sure that there are no patterns of either extremely high or extremely low increases. If current evaluations for staff are not submitted to HR/EO prior to the merit increase deadlines, merit salary funds for the affected persons will not be released to the University departments.

10. How are funds for the merit increase distributed to departments?

The Budget Office will establish the amount of merit pools based on the number of filled university staff positions during the budgetary preparation time period. The merit pool will be allocated through administrative channels to individual departments.

11. Where can I obtain more information regarding salary increases for university support staff?

Contact HR/EO at 864-4946 or by email at hrdept@ku.edu