

SALARY ALLOCATION GUIDELINES
2004-05 OPERATING BUDGET
GROUP A (FACULTY)
(Excluding Hospital Positions)

1. Salary increases (regardless of fund source) shall be awarded in accordance with these guidelines.
2. The category Group A includes those individuals in faculty ranks whose primary assignments are in teaching, research and public service and librarians bearing faculty rank. Administrators with faculty rank shall be treated according to the Exempt Staff Group C salary guidelines.
3. A pool of funds equal to one percent (1%) of the 2003-04 net General Fund Group A salary base will be provided for faculty salary increases. The net General Fund base is determined by totaling the salaries of individuals filling regular full-time, regular half-time and regular part time General Fund positions, not including positions supported by income, pass-thru or recharge funds. This pool of funds is to be utilized for salary increases.
4. All regular full-time, regular half-time and regular part-time faculty hired on or before March 5, 2004 are eligible to receive the one percent salary increase. Faculty are to receive a one percent across-the-board salary increase **unless a different allocation plan is submitted by a dean and approved by the Provost.**
5. A separate pool of funds will be provided to the Provost for faculty promotions.
6. The total base salary for a faculty member appointed to an endowed chair or professorship will include that portion of the salary from endowment income in order that the individual will receive a salary increase on his or her total base salary. It is expected that the salary increase on the portion supported by the endowment will come from the endowment income. In those cases where sufficient funds for salary increases are not available from endowment income, funds from the General Fund pool shall be used. The Provost and respective Executive Vice Presidents must request these funds in writing with proper justification.
7. Individual increases (excluding promotions) exceeding four percent (4%) must be submitted for approval to the Provost or respective Executive Vice President with written justification. The Provost and Executive Vice Presidents will forward approved exceptions to the Office of Planning, Budget and Policy Analysis (OPBPA). OPBPA will forward the total list of exceptions to the President.

SALARY ALLOCATION GUIDELINES
2004-05 OPERATING BUDGET
GROUP B (NONEXEMPT)
(Excluding Hospital Positions)

1. Salary increases (regardless of fund source) shall be awarded in accordance with these guidelines.
2. A pool of funds equal to one percent (1%) of the 2003-04 net General Fund Group B salary base will be provided for salary increases for nonexempt (hourly) staff. The net General Fund base is determined by totaling the salaries of individuals filling regular full-time, regular half and regular part time General Fund positions, not including positions supported by income, pass-thru or recharge funds. This pool of funds is to be utilized for salary increases for nonexempt staff.
3. All regular full-time, regular half-time and regular part-time nonexempt (hourly) staff hired on or before March 5, 2004 shall receive at least a one percent (1%) salary increase.
4. The current salary scales will increase by one-half percent (0.5%). The salary of an employee whose current 2003-04 salary is below the new minimum rate prior to a salary increase shall be adjusted to the new minimum rate. The dollar amount of the salary increase shall be determined on the current 2003-04 salary and added to the new minimum rate to determine the employee's 2004-05 salary.
5. The salary increase for any regular full-time, regular half and regular part-time nonexempt (hourly) employee who transfers (demotion, promotion, and lateral) between February 29 and June 30, 2004 (as indicated in the employee's current assignment record) shall be determined on their old salary and added to the new transfer salary.
6. Individual increases exceeding four percent (4%) must be submitted for approval to the Provost or respective Executive Vice President with written justification. The Provost and Executive Vice Presidents will forward approved exceptions to the Office of Planning, Budget and Policy Analysis (OPBPA). OPBPA will forward the total list of exceptions to the President.

SALARY ALLOCATION GUIDELINES
2004-05 OPERATING BUDGET
GROUP C (EXEMPT)
(Excluding Hospital Positions)

1. Salary increases (regardless of fund source) shall be awarded in accordance with these guidelines.
2. A pool of funds equal to one percent (1%) of the 2003-04 net General Fund Group C salary base will be provided for salary increases for exempt (monthly) staff. The net General Fund base is determined by totaling the salaries of individuals filling regular full-time, regular half and regular part time General Fund positions, not including positions supported by income, pass-thru or recharge funds. This pool of funds is to be utilized for salary increases for exempt staff.
3. All regular full-time, regular half-time, and regular part-time exempt (monthly) staff hired on or before March 5, 2004 shall receive at least a one percent (1%) salary increase.
4. The current salary scales will increase by one-half percent (0.5%). The salary of an employee whose current 2003-04 salary is below the new minimum rate prior to a salary increase shall be adjusted to the new minimum rate. The dollar amount of the salary increase shall be determined on the current 2003-04 salary and added to the new minimum salary to determine the employee's 2004-05 salary.
5. The salary increase for any regular full-time, regular half and regular part-time exempt (hourly) employee who transfers (demotion, promotion, and lateral) between February 29 and June 30, 2004 (as indicated in the employee's current assignment record) shall be determined on their old salary and added to the new transfer salary.
7. Individual increases exceeding four percent (4%) must be submitted for approval to the Provost or respective Executive Vice President with written justification. The Provost and Executive Vice Presidents will forward approved exceptions to the Office of Planning, Budget and Policy Analysis (OPBPA). OPBPA will forward the total list of exceptions to the President.

**SALARY FUNDING GUIDELINES
FROM CENTRAL SOURCES
2004-05 OPERATING BUDGET
(Excluding Hospital Positions)**

1. Separate pools equal to one percent (1%) of the 2003-04 net General Fund salary base will be provided for faculty (Group A), nonexempt hourly staff (Group B), and exempt staff (group C) employees. The staff pools are to be utilized for salary increases and the faculty pool is to be used for salary increases.
2. The net General Fund salary base is determined by totaling the salaries of individuals filling regular full-time, regular half-time and regular part-time General Fund positions, not including positions supported by income, pass-thru or recharge funds, as of March 5, 2004.
3. A separate pool of funds will be provided to the Provost for faculty promotions.
4. The salary of any regular employee hired on or before March 5, 2004 and not included on the salary proposal report at the time of the position roll (February 28, 2004) will be included in the net General Fund salary base if an adjustment was requested by March 5 and approved by OPBPA.
5. The salary of any regular employee who transfers (demotion, promotion, and lateral) by March 5, 2004 (as indicated in the employee's current assignment record) and was not included in the position roll will be included in the net General Fund salary base at the employee's new salary if an adjustment was requested by March 5 and approved by OPBPA.
6. The salary of any regular employee who received a market, promotion or equity salary adjustment by March 5, 2004 (as indicated in the employee's current assignment record) and was not included in the position roll will be included in the net General Fund salary base at the employee's new salary if an adjustment was requested by March 5 and approved by OPBPA.