**PAY INCREASES C020**

11/01/2006

**PURPOSE**

To provide guidelines for granting pay increases to employees.

**DEFINITIONS**

**Occupational Title**  The title assigned to a specific position to which an individual may be appointed.

**Merit Increase**  An increase in an employee’s base pay rate granted at the beginning of the fiscal year.

**POLICY**

Pay increases to employees may be granted through pay grade adjustments for occupational titles, or through merit increases. These increases are based on the University’s and the Department’s ability to fund. Adjustments to the total University pay plan and merit increases will normally become effective at the beginning of the next fiscal year unless otherwise designated. Pay grade adjustment for specific occupational titles may be made within a fiscal year based on an analysis of competitive wage rates in the job market.

Newly hired and rehired employees who are in their probationary period (see Probationary Period, Policy B-80) on the effective date of the fiscal year merit increase, may be given a merit increase effective on the first day of the next pay period following their 91st day of employment. The Human Resources Office is responsible for the development and assignment of occupational titles and corresponding pay rates to ensure competitive pay ranges and fair and equitable compensation.

**PROCEDURE**

Newly hired and rehired employees, who are in their probationary period (see Probationary Period, Policy B-80) on the effective date of the fiscal year merit increase, may be given a merit increase effective on the first day of the next pay period following their 91st day of employment. The Human Resources Office is responsible for the development and assignment of occupational titles and corresponding pay rates to ensure competitive pay ranges and fair and equitable compensation.