UNIVERSITY of MISSOURI
SALARY AND WAGE PRINCIPLES FOR FISCAL YEAR
FY2019-2020

FUNDING
For Fiscal Year 2019-2020, the University of Missouri will receive an allocation equal to 2% of salary expenditures, with 1.5% being used to cover overall merit increases, with the additional 0.5% intended to address exceptional performance. The CSD will be expected to provide similar merit increases where funds other than general operations funding is the source of compensation. The campus will continue to provide funding for ranked faculty promotions. The campus will not provide funding for lump sum awards.

FACTORS TO CONSIDER
Priority should be given to increases for benefit eligible staff, however, part-time employees are eligible to receive merit increases. Factors that should be considered in the decision making process include:

- Campus and CSD strategic priorities.
- Individual Performance: Leaders will conduct performance evaluations based on the previous year’s goals and work.
- Compa-ratio (comparison of an employee’s salary versus the pay range midpoint or market): If the performance is the same for two employees, and one is on the low end and the other on the high end of their pay grade, it is possible that the person on the low end receives a higher increase to potentially address internal equity or pay compression concerns.
- Prorating the increase may be an option based on:
  - Employees who received base pay increases throughout the previous 12 months (position reclassifications, promotions, market/equity increases, etc.) and how long the employees have been performing new duties.
  - Hire date for newer hires.
- To be eligible for a merit increase or exceptional lump sum award, employees should successfully complete their probationary period by the effective date for annual increases.

PAY RANGES
Administrative, Service & Support Staff
All staff employees must maintain a base salary that is no less than their pay range minimum. Staff with salaries that equal or exceed the range maximum are not eligible for annual, base-building increases. However, these employees are eligible for a non-base building lump sum award.

Service/Maintenance (union-eligible)
Specific service/maintenance job titles may be reassigned to higher pay grades requiring pay adjustments. Service/Maintenance longevity (step) increases for grandfathered employees should be processed according to policy. This does not affect their eligibility to receive an annual base increase or lump sum award.
ANNUAL BASE INCREASES
The effective date for pay changes will be August 25, 2019 for biweekly paid employees and September 1, 2019 for monthly paid employees. Annual increases of less than 0.5% are not permitted except in rare cases where HR policy may require.

LUMP SUM AWARDS
Lump sum awards may be provided to benefit eligible employees for exceptional performance or to benefit eligible staff employees with salaries that equal or exceed the range maximum. A lump sum award is a one-time non-base building payment which (if approved) is provided as part of the employee’s compensation package for the upcoming year. Lump sum awards do not count toward retirement and other benefits where base salary is used to calculate value, and are subject to applicable taxes and withholding. To be eligible, employees must continue to be employed by the awarding department at the time the lump sum award is scheduled to be distributed. All lump sum awards will be distributed in November 2019.

Lump sum awards for performance require documentation of exceptional performance and a base-building annual increase of at least 1.5%, unless at or above the pay grade maximum.

REQUIRED APPROVALS FOR INCREASES
All requests for base pay increases greater than or equal to 5% and all requests for exceptional lump sum awards must be approved by the Chancellor or the Chancellor’s designee. Requests greater than or equal to 10% require the President’s approval. Requests should be forwarded to the Vice Chancellor for Human Resources (Staff employees) or the Office of Provost (Academic employees) to coordinate overall campus approval by July 31, 2019.

COMMUNICATING WITH EMPLOYEES - Employees should not be notified about their annual increases or lump sum awards until after the necessary approvals have been obtained.

RANKED FACULTY PROMOTIONS
For ranked faculty promotions, faculty will be provided $7,500 for promotion to Associate Professor/Librarian III and $10,000 for promotion to Full Professor/Librarian IV. These will be effective 9/1/19.