

UNIVERSITY OF MISSOURI- COLUMBIA
SALARY AND WAGE PRINCIPLES FOR FISCAL YEAR
FY2018-2019

FUNDING

For Fiscal Year 2018-2019, colleges, schools and divisions (CSD) will receive a campus allocation equal to 1.5% of GO salary expenditure to cover merit increases, an additional .5% will be distributed to support increases related to 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. The flat rate benefits charge for FY19 will increase to 35.62%.

FACTORS TO CONSIDER

Priority should be given to increases for benefit eligible employees. Factors that should be considered in the decision making process include:

- Campus and CSD strategic priorities
- Performance
- Internal equity
- Retention/Market data
- Grant and contract regulations, where applicable

PAY RANGES

Administrative, Service & Support Staff

All staff employees must maintain a salary that is no less than the 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 the annual base increase or lump sum award.

ANNUAL BASE INCREASES

The effective date for pay rate changes will be August 26, 2018 for biweekly paid employees and September 1, 2018 for monthly paid employees. Annual increases of less than 0.5% are not permitted except in rare cases where HR policy may require. To be eligible, staff employees must have successfully completed the probationary period.

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, staff employees must have successfully completed the probationary period and 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 2018.

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 (ANNUAL AND LUMP SUM)

All requests for lump sum awards should be forwarded to the Vice Chancellor for Human Resources (Staff) or the Office of Provost (Academic employees) to coordinate overall campus approval.

Any proposed annual increases for benefit eligible employees that are greater than or equal to 5% must be approved by the Chancellor or the Chancellor's designee. Requests should be forwarded to the Vice Chancellor for Human Resources (Staff) or the Office of Provost (Academic employees) to coordinate overall campus approval.

Justification for Increase forms are required for all lump sum awards due to exceptional performance and all annual increases in excess of 5%. Those requests (with supporting forms) are due no later than July 31, 2018.

MU Processing Instructions will be distributed by July 5th with related spreadsheets and forms for submitting increase (annual or lump sum award) requests.

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

MID-YEAR SALARY ADJUSTMENTS - Mid-year increases for benefit eligible employees require the approval of the relevant Chancellor's direct report and the Vice Chancellor for Human Resources (staff) or the Office of the Provost (academic employees). Mid-year increases may not be effective until all required approvals have been obtained. See Justification for Increase in Pay form at <https://hrs.missouri.edu/forms/forms-alphabetical>

RANKED FACULTY PROMOTIONS

For ranked faculty promotions, faculty will be provided \$6,000 for promotion to Associate Professor and \$8,500 for promotion to Full Professor. These will be effective 9/1/18.

GRADUATE ASSISTANTSHIPS

Minimum stipend levels for FY19 for Doctoral, Specialist, and Master's Graduate Assistantships in qualifying titles will remain steady for this academic year.

It is strongly recommended that assistantships do not exceed .5 FTE. A list of qualifying titles is available at: <https://gradstudies.missouri.edu/policy/qualifying-titles-for-graduate-assistants-and-fellows/>

For assistantships commencing in August all grad students hired into a qualifying title are to be paid the 9-month stipend over 10 months, from August 1st through May 31st. If paying per semester, fall semester is August 1st through December 31st and spring semester is January 1st through May 31st. This allows students to receive equal stipend amounts per month for 5 months. Graduate students paid over 12 months are to continue to be paid the 12-month stipend. Qualifying titles cannot be paid hourly but must be paid monthly. Student responsibilities are for 9 months.

See chart below for minimum stipend level for 2018-2019.

MU Graduate Assistantship: Stipend Levels

FTE	duration (months)	Doctoral Level minimum stipend AY2018-2019	Masters/Specialist Level minimum stipend AY2018-2019
0.25	9	\$9,013	\$8,194
0.25	12	\$12,018	\$10,926
0.25	per semester	\$4,506.50	\$4,097
0.50	9	\$18,026	\$16,389
0.50	12	\$24,036	\$21,852
0.50	per semester	\$9,013	\$8,194
0.25	summer	\$1001.50	\$910.50
0.50	summer	\$2003	\$1821
0.25	9- month stipend, monthly over 10 months	\$901.30	\$819.40
0.50	9- month stipend, monthly over 10 months	\$1802.60	\$1,638.90