Please note that these are general salary guidelines. Your divisional Vice President may issue specific guidelines or instructions to be used in your area. Questions about these guidelines should be addressed to Human Resources at 348-6690. If you have questions concerning the budget process, please contact the Budget Office at 348-7718.

Salary recommendations should be received, reviewed, and approved by the appropriate Vice President before any communications are made to employees. All recommended increases in salaries are subject to Board approval. The entire budget process should be completed and transmitted to the Budget Office as soon as possible, but no later than July 1, 2013. Specific divisional or departmental deadlines will be outlined in your allocation letter. Academic Affairs will provide earlier deadlines to departments reporting to the Provost. All approved salary adjustments or increases will be made effective August 16, 2013, except for those units which may have a different fiscal year end other than September 30. For those units, the budget process should be completed by June 21, 2013, and the effective date of any approved increases will be July 1, 2013.

**In deciding whether to recommend salary increases for 2013-2014, the following information may be pertinent or helpful:**

- Please use employees’ salaries as of April 30, 2013, as the basis for determining any merit increases (unless they were in a temporary upgrade that ends before August 16, 2013).
- Merit increases may be given to employees who are either at or beyond the maximum of their salary range.
- When making recommendations for merit increases, please keep the following factors in mind:
  - Job Performance as documented on the Annual Performance Evaluation
  - Current pay in relation to the midpoint of the employee’s salary range
  - Length of service and/or length of time in current position or profession

**For Employees in the Staff Pay Plan:**

Staff employees (both regular and temporary) who were employed as of April 30, 2013, and who are anticipated to still be employed on August 16, 2013, may be considered for, but are not guaranteed, salary increases. All recommended salary increases should be based on merit. There are no guaranteed percentage increases to staff salaries. Performance evaluation ratings should be considered in salary increase decisions but do not guarantee specific percentage salary increases.

**For Employees paid from Temporary Funds:**

Employees in these categories are eligible for, but are not guaranteed, salary increases on the same basis as staff employees who hold permanently funded positions, and any such increases should be calculated in the same manner. Since these employees are not permanently budgeted, they are not reflected in the COGNOS data base. Therefore, personnel action forms must be submitted to award raises to these employees with an effective date of August 16, 2013, and an appropriate end date. In addition, these
employees should be listed on the “temporary raise form” provided on the Budget Office website (budget.ua.edu), approved by the appropriate Division, and submitted with the PA’s to the Budget Office.

1. **Contracts and grants** – These increases, if any, should be funded from the source of salary support. If you have questions concerning availability of funds for the salary increases, please call Contract and Grant Accounting, Ext. 5592. Specific funding problems in this area should be addressed to the appropriate Vice President.

2. **Employees funded from income, gift funds, auxiliary, external, or other operating funds** – These increases, if any, should be funded from the source of salary support.

**For Employees in the Maintenance Pay Plan:**

The employee’s rate of pay should be changed to the new established single rate for the employee’s job in the 2013-2014 Maintenance Pay Plan structure, unless special circumstances, i.e. an overall evaluation of Needs Improvement, dictate otherwise. The Assistant Vice President may make individual pay adjustments that differ from the Maintenance Pay Plan based on superior performance and other criteria.