



POLICY ON STANDARD SALARY INCREASE DATE

Dated: July 20, 2015

Supersedes: HR.907 Standard Salary Increase Date dated February 22, 2006

I. PURPOSE

To establish guidelines for a standardized annual merit increase date

II. POLICY

It is the policy of New York Medical College to process all annual merit increases, as approved by the Board of Trustees, by employee category on standardized dates of either January 1 for a calendar year standard increase date or July 1 for a fiscal year standard increase date.

III. SCOPE

This policy applies to all College employees regardless of funding source. CBU employees are covered by the terms and conditions of their respective Collective Bargaining Agreements.

IV. DEFINITIONS

CBU - Union represented employee (Collective Bargaining Unit).

V. PROCEDURES

A. Standardized Dates: Fiscal Year – July 1 or Calendar Year – January 1

<u>Employee Category</u>	<u>Increase Date</u>
Non-Union, Non-Faculty	January 1 or July 1
Collective Bargaining Unit employees	As per negotiated Contracts
All College-paid Faculty: Valhalla based	January 1 or July 1
All College-paid Faculty: Affiliations	As agreed with Affiliate

B. An employee who has completed 3 months of continuous employment by January 1 or July 1 (respective of increase date) will be entitled to a prorated salary increase based on the following formula:

<u>Months of Continuous Service</u>	<u>Factor</u>
12 or more	1.00
11	.92
10	.83
9	.75
8	.67
7	.58
6	.50
5	.42
4	.33
3	.00
2	.00
1	.00

Employees with less than 3 months of continuous service would not be entitled to a salary increase, on the respective January 1 or July 1 standard increase date, following their date of employment; and would have to wait for the following January 1 or July 1 standard increase date of the following year. At that time, they would be entitled to a full increase.

Below is an example illustrating how you would use the percentage factor for a January 1 or July 1 standardized increase date:

1. For a January 1 Standard Salary Increase Date:

Employees hired prior to October 1 of the prior year would be eligible for prorated increase effective January 1.

For example: Employees hired anytime in September would be eligible for .33 of the increase and employees hired on or after October 1 would not receive an increase, but would be on schedule the following January 1 to be eligible for a full increase.

2. For a July 1 Standard Salary Increase Date:

Employees hired prior to April 1 would be eligible for a prorated increase effective July 1.

For example: Employees hired anytime in March would be eligible for .33 of the increase and employees hired on or after April 1 would not receive an increase, but would be on schedule the following July 1 to be eligible for a full increase.

- C. Planned promotional increases will also be implemented on the January 1 or July 1 standard increase date.
- D. Unplanned promotional increases can be implemented at any time. Future merit increases will occur on the standardized date as per management's plan or commitment at the time of the promotion or by using the formula in Section V.B. for the first merit increase after the promotion.

VI. EFFECTIVE DATE

The policy is effective as of date signed below.

VII. POLICY RESPONSIBILITIES

A. Department Administrator

- 1. Submit increases for employees using the Department Salary Plan Report or Personnel Action Forms (PAFs), as designated in the Salary Planning Process.
- 2. Adhere to the standard increase date and formula for prorated increases regardless of funding.
- 3. Get department Chair/Director approval on salary plan or PAFs.
- 4. Submit salary plan or PAFs to respective Dean or VP for approval.
- 5. Following the notification of approval of the increases from Human Resources, advise employees of the increase.

B. Human Resources Department

- 1. Prepare Department Salary Plan Reports or PAFs for distribution to departments.
- 2. Provide advice and guidance with respect to the interpretation and administration of this policy.
- 3. Process salary plans or PAFs for approvals.
- 4. Notify department administrators of the approvals of the increases.
- 5. Input increases into the HR/Payroll system.

III. POLICY MANAGEMENT

Responsible Officer: Director of Human Resources
 Responsible Executive: Vice President of Operations
 Responsible Offices: Human Resources Department

APPROVED:



Edward C. Halperin, M.D., M.A.
Chancellor for Health Affairs and
Chief Executive Officer



Date