College of Engineering and Applied Science  
Procedures for Off-Cycle Raises for Staff

Step 1: If an off-cycle salary increase is requested that is not connected with a promotion, the unit head (department head, program director, or one of the deans) should send Lynn Melms a short email describing the request and rationale. Include a description of key accomplishments that warrant an increase.

Step 2: The oversight committee will review the requested salary adjustment along with comparisons to other staff having similar duties, experience and performance, and make a recommendation to the Dean for final approval.

Off-cycle base building raises are only allowed for classified staff for the following reasons:

Base Building Counter Offer: The purpose of this type of salary increase is to retain a current employee with critical, strategic skills when the employee receives a salary offer from another department or outside employer. A written confirmation of the other entity’s salary offer is required. To be eligible for this type of raise, the employee must be performing at the highest performance level, as evidenced by the most recent performance evaluation rating.

Delayed Promotional Increase: The purpose of this type of salary increase is to retain a current classified employee by providing a later salary increase when a promotion was previously made with no salary increase (or partial salary increase) because expectations were unproven and/or funds were unavailable at the time of promotion. A salary increase may be offered to a classified employee who was promoted to a higher pay range within the last 12 months. The employee must be performing at the highest performance level, as evidenced by the most recent performance evaluation rating.

New Hire Salary Adjustment: The purpose of this type of salary increase is to retain a current classified employee by providing a later salary increase within 12 months of hire. The adjustment may be made when the employee demonstrates a particularly high level of performance.

Salary Range Compression: The purpose of this type of raise is to provide a salary leveling increase to ease compression when longer-term or more-experienced employees are paid lower in the range than new hires or less-experienced employees. Thus, there is a valid need to increase one or more employee’s base salary in recognition of contributions equal to or greater than the newly-hired or less-experienced employees. This type of increase is available to a classified employee who has been performing at the highest performance level, as evidenced by the most recent performance evaluation rating.

The above criteria for off-cycle raises pertain to classified staff only. Professional exempt off-cycle raises will be handled on a case-by-case basis following steps 1 and 2 above.