



TO: University of Idaho Employees
FROM: Torrey Lawrence, Provost and Executive Vice President and Brian Foisy, Vice President for Finance and Administration
DATE: April 17, 2023
SUBJECT: Eligible Employees Will Receive FY24 Pay Increase

We have achieved many tangible and amazing wins this year. It has not been without its challenges, but our future is looking brighter because of your efforts. Pending the passage of our FY24 student tuition and fee request by the State Board of Education later this month, all eligible employees will receive an increase of at least \$600, effective Sunday, June 25.

The legislature approved a funding increase equivalent to \$1.20 per hour for all permanently budgeted employees. While we are grateful for this increase, it creates challenges for public colleges and universities. The funding provided by the state covers approximately half of the amount needed to fully fund general education increases, resulting in a need to raise tuition to match the increase for all general education employees. Additionally, increases for employees funded by student fees or other non-state funding sources will continue to be funded by increases in student fees or other resources.

This does not mean every employee automatically receives a \$1.20 per hour raise. Some funding comes off the top for items including:

- Faculty promotions.
- TA pay increases to remain competitive with other universities.
- Increasing the university's minimum hourly and annual exempt salary rates.

The remaining funding will be disbursed in this order:

1. A \$600 cost of living adjustment for all eligible employees.
2. Bringing all employees to at least 80% of their individual target salary, if Step 1 does not bring them to 80%.
3. Distribution of a merit pool of \$1 million.

Cost-of-Living Increase

Employees who met expectations in their 2022 annual performance review will receive a \$600 increase, based on full-time employment. This is in line with the recommendations of the Staff Compensation Committee. Employees hired through March 10, 2023 whose managers have filed the proper documentation with Human Resources, are also eligible for this cost-of-living increase.

80% of Target

All employees have a target salary, which is viewable in VandalWeb. It is based on a market rate derived from data from higher education and private industry. The target rate is unique to an individual, providing credit for factors such as higher levels of education than required, years of service, years

working in a similar position, etc. Getting all employees, on average, to their target rate has been a goal for several years. Therefore, employees below 80% of their target salaries after the \$600 increase will receive an automatic increase to that amount. Units may fund additional equity increases, as budgets allow, to address compression and make further progress toward target salaries.

Merit

Prior budget cuts and the employment market have reduced our employee count. We appreciate the extra effort of many, and we want to recognize those that have contributed at levels beyond expectations.

Other Details

- Detailed guidelines have been distributed to units with their pay increase spreadsheets.
- Vacant positions will not receive increases.
- Faculty promotion increments are to be added after all other increases.

Our change in employee compensation strategy was developed based on the general education budget and employees paid with those funds. We are hopeful and expect that all other funding sources align with the same strategies and priorities but understand there may be instances where financial restrictions alter the above outlined compensation plans.

The ability to make progress on our pay issues in a comprehensive way is a sign that our work is paying off. We will continue to work hard toward our common goals and plan to continue investing in you for years to come.

Go Vandals!

Torrey Lawrence

Provost and Executive Vice President

tlawrence@uidaho.edu

Brian Foisy

Vice President for Finance and Administration

brianfoisy@uidaho.edu



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University of Idaho
875 Perimeter Drive
Moscow, ID 83844
info@uidaho.edu