FY 2013-14 Classified Staff Compensation and Performance Management FAQ

1. How will classified compensation increases work this year?

There are several changes impacting classified compensation this year. Classified staff are eligible for a 2% cost of living adjustment (COLA), a performance based merit increase (based on a 1.6% pool) and an increase if an employee's new salary (after COLA and merit increases are applied) falls below the new minimum salary for their job class.

2. Will all classified employees receive the 2% COLA?

Yes. All active classified employees who are employed by the University prior to the July1, 2013 effective date will receive the COLA increase, regardless of performance rating. However, if an employee's salary is at range maximum, the COLA increase will be a non-base building one-time payment.

3. Will all classified employees also receive a merit (a performance based) increase?

Classified staff who were hired before April 1, 2013 and received a performance rating of Level 2 or 3 for the 2012-13 performance management cycle will receive a merit increase. The amount of the merit increase is based on the chart below.

4. How much will my merit increase be?

Merit pay is based on an employee's performance rating and placement within the salary range (see chart below). If an employee's salary falls within the fourth quartile, the merit increase will not be base building and will be paid as a one-time lump sum payment in the July 2013 paycheck.

		Quartile					
2012-13 Performance Rating	-	1 st	2 nd		3 rd	4 th	
Level 3	Range	2.40%	2.10%	Midpoint	2.10%	2.10%	Range
Level 2	Minimum	1.80%	1.60%		1.10%	0.60%	Maximum
Level 1		0.00%	0.00%		0.00%	0.00%	-
		Base building increase				Non-base building, one-time payment	

5. How do I know which quartile I am in?

A list of the classified staff salaries ranges divided into the 4 quartiles is available on the PDF attached to this page.

6. Will my merit, performance-based increase be prorated if I did not work for the University during the entire performance management cycle (4/1/12–3/31/13)?

Yes. The merit increase will be prorated based on the number of months you worked during the performance cycle. This proration does not apply to the COLA increase.

7. How will my new salary be calculated?

The COLA increase will be added to your current base salary and then your merit increase will be added to that new amount.

8. Will any of the classified salary ranges change (i.e. will some minimums increase and/or some maximums decrease)?

This issue is being addressed by the Colorado State Legislature and we will not know until the Long Bill is approved.

9. What if my new salary, which includes the COLA and merit increase, is below the proposed 2013-14 range minimum?

Your salary would increase to the new range minimum on July 1, 2013.

10. What if my new salary, which includes the COLA and merit increase, is above the proposed 2013-14 range maximum?

Your salary would not immediately change. You would be placed in saved pay status for three (3) years. After three years, if your salary were still above the range maximum, it would be lowered to the new range maximum.

11. If I convert to an Exempt Professional (Admin Pro) position during the classified performance management cycle, am I eligible for any classified compensation increase?

No.

12. I am in a classified position but received a promotion during the performance cycle. Am I still eligible for a merit increase?

Yes. You are eligible for the merit increase regardless of whether you were promoted or transferred from one department to another as long as you are in a classified position and received a performance rating during the 2012-13 plan year with a rating of 2 or 3.

13. What if I didn't receive a performance evaluation for the 2012-13 plan year?

All classified employees hired on or before March 31, 2013 are required to receive a performance evaluation. If you have not received an evaluation by May 1, 2013, please contact the Human Resources Office.