

## 1. How will classified compensation increases work this year?

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

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

#### 4. How much will my merit increase be?

Performance Matrix % Increase for FY 2013-14 Merit Pay							
	Range Minimum	Quartile				Range Maximum	
2012-13 Performance Rating		1 <sup>st</sup>	2 <sup>nd</sup>	Midpoint	3 <sup>rd</sup>		4 <sup>th</sup>
Level 3		2.40%	2.10%		2.10%		2.10%
Level 2		1.80%	1.60%		1.10%		0.60%
Level 1		0.00%	0.00%		0.00%		0.00%
		Base building increase					Non-base building, one-time payment
If the employee has not been employed for a full year (4/1/2012-3/31/2013), the merit percentage will be prorated for the number of months employed in a non-temporary classified position.							

**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.