

Indiana University

Salary and Wage Policy for Fiscal Year 2024-25

All Fund Groups

The salary and wage policy for fiscal year 2024-25 provides salary and wage setting guidelines which support the objective of optimizing the university's ability to continue to attract and retain outstanding faculty and staff talent.

Please do not share salary and wage recommendations with employees prior to Trustee approval of the FY2025 budget.

2024-25 Policy

- Each campus and Responsibility Center (RC) average base salary increase pool is approved at **3%** for continuing faculty and staff:
 - University Administration Responsibility Centers will be centrally funded for a 3% increase.
 - The maximum salary increase pool is 3%, and the allocation of that pool is at the discretion of the campus and/or RC. However, campus and UA unit allocation procedures must be in compliance with the University salary policy and excludes non-exempt staff represented by a union.
 - The minimum salary increase is 1%, and in the event no salary increase is provided, campuses and UA Units should provide an includable reason code (noted below).
- Individual employee increases above 8% without one of the exception codes noted in this policy should be sent to The University Budget Office (budu@iu.edu) after campus approval. These increases will also be reviewed by the Vice President for Human Resources and the Executive Vice President for Finance & Administration.

A list of **includable** reason codes is provided below. An employee receiving no increase, or less than a 1% increase due to one of the reasons listed below must be assigned the corresponding code in budget construction. The use of these codes will **NOT** exclude an increase from the salary average increase calculation:

- MID – Employee received off-cycle, midyear increase during the current fiscal year resulting in no 7/1 increase or a reduced increase %.
- NEW – Academic, Exempt staff and non-union non-exempt new hire resulting in no 7/1 increase or a reduced increase %.
- PER – Less than satisfactory performance, which should be documented by a performance improvement plan or other corrective action in the current fiscal year or within the previous 12 months, resulting in no or reduced increase %.
- TER – Employee will terminate or retire during the upcoming fiscal year and should not receive an increase.

The policy provides an exception for individuals **excluded** from the average for the following reasons **ONLY** (please code for exclusion every funding line with the same reason code and calculated amount of the exclusion):

Excludable Reason Codes Applicable to Faculty:

- EQU – Affirmative Action approved increases.
- INT – Employee salary increases mandated by the Department of Labor.
- MAR – Market adjustments for faculty that have fallen behind in base salary as compared to similar positions on campus and/or in the market. External market data must be provided. Submit the request and supporting documentation (budu@iu.edu) after campus approval.

- d. MYR – Written agreement completed prior to May 12 that includes a salary increase requirement for the upcoming fiscal year. Please provide a copy of the individual’s agreement to the University budget office (budu@iu.edu), along with the campus budget narrative materials.
- e. NTN – Newly tenured faculty.
- f. PRO – Faculty receiving promotion in rank or a new Administrative Appointment.
- g. RET – Retention High Value – High Value increases to proactively reward high performing individuals in their current positions.
 - In order to use this code, the increase cannot have already been processed via a Mid-year Pay Adjustment and should not be used when an employee has received a competing job offer
 - The faculty position is eligible for a salary/wage increase up to an additional 8% (combining the RET percentage with the campus/RC salary policy will result in a higher percentage).
 - Requested increases should not create internal equity or compression issues.
 - Submit the increase request and supporting documentation for campus review to the email provided below by April 28.
 - Bloomington – apps@indiana.edu
 - IUPUI – cbroeker@iupui.edu
 - IUSM – nchand@iu.edu
 - Regional campuses – pyebei@iu.edu

NOTE: Faculty with the exclusion code of NTN or PRO should receive the salary policy increase established for the campus, and the standard increase associated with the exclusion. The total amount will be entered into the request field and the exclusion amount entered into the reason code amount field.

Excludable Reason Codes Applicable to Staff:

- a. EQU – Affirmative Action approved increases.
- b. FYS – Fiscal year supplement is required for Non-Exempt staff above the maximum salary range. This reason code may also be used for exempt employees above the maximum of the salary range or other non-union employees who are receiving compensation well above their position requirements for the salary range. For exempt staff, please reach out to IUHR Compensation (hrcomp@iu.edu) for instructions on processing the supplement.
- c. HLR – Staff position duties have substantially changed **within level** and the position now has a sustained increase in responsibility during the current fiscal year. In addition:
 - To use this code, the increase cannot have already been processed via a Mid-year Pay Adjustment.
 - The staff position is eligible for a salary/wage increase up to an additional 8% (combining the HLR percentage with the campus/RC salary policy will result in a higher percentage).
 - Requested increases should not exceed the associated salary range maximum or create internal equity or compression issues.
 - Submit the increase request and supporting documentation to IUHR Compensation (hrcomp@iu.edu) by April 28.
- d. INT – Employee salary increases mandated by the Department of Labor.
- e. MAR – Market adjustments for employees that have fallen behind in base salary as compared to similar positions on campus and/or in the market. External market data must be provided to and approved by IUHR Compensation. Submit the request and supporting documentation to IUHR Compensation (hrcomp@iu.edu) by April 28.

- f. MYR – Written agreements completed prior to May 12 that include a salary increase requirement for the upcoming fiscal year. Please provide a copy of the individual’s agreement to the University Budget Office (budu@iu.edu).
- g. CAR – Staff either (a) progressed to a higher career level, or (b) promoted to a different position of a higher career level effective 7/1 of the upcoming fiscal year. Submit the request and supporting documentation to IUHR Compensation (hrcomp@iu.edu) by April 28.
- h. RNG – Employee’s base pay increase to meet the minimum of the pay range for their position’s classification.
- i. RET – Retention High Value – High Value increases to proactively reward high performing individuals in their current positions.
 - In order to use this code, the increase cannot have already been processed via a Mid-year Pay Adjustment and should not be used when an employee has received a competing job offer
 - The staff position is eligible for a salary/wage increase up to an additional 8% (combining the RET percentage with the campus/RC salary policy will result in a higher percentage).
 - Requested increases should not exceed the associated salary range maximum or create internal equity or compression issues.
 - Submit the increase request and supporting documentation to IUHR Compensation (hrcomp@iu.edu) by April 28.

Employees with Base Rates Less Than \$31,200

A full-time equivalent rate will be calculated for part-time appointed employees and their salaries will be pro rata.

Non-exempt Staff Represented by Unions

Non-exempt staff covered by a union (i.e. AFSCME Service, AFSCME Police, IATSE and CWA), the salary increase pool available for distribution shall be calculated based on the following:

- The salary increase pools for employees represented by unions will provide for an overall average of 3% in FY2025.

Salary statistics by RC are calculated independently within three employee classifications: Academic (Object Code 2000), Exempt/Non-Exempt Staff (Object Code 2400 & 2480), and Non-Exempt Non-Union (Object Code 2500). Sharing of salary increase pools between employee classifications is not permitted.

The lack of a maximum percentage does not guarantee campus or university approval of proposed salary or wage increases. Units must be able to justify large increases, no increase, or salary and wage decreases for individual employees. All increases should be covered by existing unit budgets. Resulting salaries and wages should be commensurate with those of similar job ranking across the university. Provide justification for individual employee increases exceeding 8% with your budget submission.

Please note the two attachments regarding eDoc processing and reason code documentation in association with this policy.