How much is the increase?
The across-the-board salary increase is 3.5%. The increase covers fiscal year 2022, and in a typical year would be effective as of July 1, 2021; however, we are starting this increase four months early.

Will this be our normal process in the future?
No. This is a one-time, retroactive increase designed to recognize faculty and staff for their efforts and dedication throughout the pandemic.

Why are we receiving this increase instead of using the usual merit process?
Over the past year, employees across campus adapted to rapidly changing conditions, which allowed the University to fulfill its academic mission in an in-person setting and teach students remotely due to the pandemic. In recognition of your outstanding efforts, it was determined that providing an early increase for all faculty and staff was the best way to recognize these important individual and collective contributions.

Who will receive the increase?
All continuing faculty and regular full-time and part-time employees employed before March 1, 2021, and individuals employed by the University as of April 10 (non-exempt employees) or April 15 (exempt employees) will receive the spring 2021 salary increase. Employees who are on official leave as of these dates are also eligible. Employees on a Performance Improvement Plan (PIP), however, will not receive the increase until the PIP is completed successfully.

When will I receive my increase?
Exempt employees will receive the increase beginning in their May 1 check. Non-exempt employees will receive the increase beginning in their April 16 check. The May 1 and April 16 checks will include your new monthly salary or hourly rate for that pay period plus a one-time payment for the additional amount you would have received for your work in March. This one-time adjustment will be equal to the difference between your new monthly salary or hourly rate and previous monthly salary or hourly rate.

Examples
Exempt employees
If your monthly salary is currently $4,000, your check on May 1 will be for $4,140 plus a one-time payment of $140 for March. Total monthly wages before benefit deductions and tax withholdings will be $4,280

Non-exempt employees
If your hourly rate is currently $20/hour, and you normally work 80 hours in a pay period, your usual pay would be $1,600 per pay period. Your April 16 paycheck will be broken down as follows:

- Pay for 3/28–4/10 = $1,656 ($20.70/hour x 80 hours)
- Pay for 2/28–3/27 = $112 ($0.70 x 80 hours x 2 pay periods)
- Total bi-weekly wages on April 16 before deductions and withholdings will be $1,768

I have worked overtime since February 28. Will my overtime rate be adjusted, too?
Yes. All earnings for non-exempt employees beginning on March 1 will use the new rate.

If I am terminating my employment in March, will I receive the increase?
No. To be eligible for the increase through their separation date, employees must be in an active status on April 10 for non-exempt employees or April 15 for exempt employees.

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If I am hiring a new employee after April 1, will they receive 3.5% more than we would normally offer?
No. New hire salaries will continue to be based on the most current salary market data.

How can managers recognize employees who went above and beyond expectations during the year?
The staff bonus program continues to be available to reward employees who went above and beyond what was expected during the year.

Why is the minimum wage increasing to $14/hour?
Since 2019, the University has steadily increased its Grade 1 minimum-level wage rate from $11.40/hour to the upcoming $14/hour. This reflects our commitment to providing total compensation (including benefits) that is competitive in the Richmond area and helps us attract and retain excellent employees.

Who is eligible for the new $14/hour wage?
All non-exempt staff employees will be paid at least $14/hour, effective July 1, 2021.

When will I see the increase to $14/hour in my paycheck?
The new rate will be applied to all hours worked beginning on July 1, 2021. Employees will see this new rate in their July 9 paycheck.

What if I already make close to $14/hour?
All non-exempt employees will have their hourly rate increased by 3.5%, effective March 1. Any employee who earns below $14/hour after the 3.5% increase will have their rate increased to $14/hour effective July 1. For example:
- If your hourly rate is currently $13/hour, your rate will be increased by 3.5% to $13.45/hour, effective March 1. You will earn that rate until June 30. On July 1, your rate will increase to $14/hour.
- If your current rate is $13.75/hour, you will receive the across-the-board 3.5% increase to $14.23/hour, effective March 1. You will not receive another increase on July 1.

The hourly rate increase means that someone who has worked here for less than one year could earn the same as someone who has been here much longer. What will be done to address this?
The University has set aside funds to address salary compression created by the increase to the University's minimum wage rate, but the specific allocations have not been determined yet. The allocations will be determined by July 1.

Will the University continue to review newly vacant positions before they can be filled?
The current process, which requires the completion of an appeal form, will continue through June 30, 2021. Beginning July 1, a new process will be implemented, allowing for the continued stewardship of our resources. Look for more information before July 1.

Will the University continue to benchmark faculty and staff positions?
Yes, we continue to evaluate faculty and staff salaries annually against the appropriate benchmarks and, as usual in our annual process, make adjustments to keep salaries competitive.

What are expectations for performance reviews this year?
Supervisors should continue to have performance conversations with their direct reports by June 30. Documentation of the conversation should be captured in UR Talent Web either through the comments sections that you are accustomed to using or by uploading a separate document into Talent Web. The documentation should be provided to your direct report as well. Faculty annual reviews will occur in accordance with distinctive processes within each of the Schools.