

Date: January 29, 2010

To: Vice Presidents, Chancellors, Deans, Directors, and Department Chairs

From: Vivian Fernández

Re: FY 2009–2010 Deferred Staff Compensation Programs for Eligible Administrative (URA-AFT) Staff

As you are aware, the recently negotiated Memorandum of Agreement between URA-AFT and Rutgers resulted in the restructuring of the fiscal year 2010 Salary Compensation Program (SCP) and deferral of related salary increases through June 30, 2010. The SCP will be implemented on a prospective basis effective July 1, 2010.

In accordance with the performance evaluation component defined in the URA-AFT contract, administrative employees meeting the eligibility requirements for the FY 2009–2010 SCP must have been evaluated by April 30, 2009 and notified of the appraisal results by May 15, 2009. Program-eligible administrative staff will be compensated in accordance with the Memorandum of Agreement as follows:

- The deferred merit component of the SCP for FY 2009–2010 consists of a 2.5 percent permanent salary pool based on the aggregate salaries of eligible employees as of March 1, 2009. Salary increases of 1 percent to 7 percent may be awarded to those employees meeting standards based on their June 30, 2009 salaries, and will be paid on a prospective basis effective July 1, 2010.
- Effective July 1, 2010, the applicable URA-AFT salary scales will be increased by 2.5 percent. In addition, eligible administrative employees will receive an across-the-board salary increase of 2.5 percent based on their June 30, 2009 salaries, and will be paid on a prospective basis effective July 1, 2010. The Memorandum of Agreement, the SCP program outlined under Article 38 of the URA-AFT agreement, and related program information are available on the University Human Resources website at <http://uhr.rutgers.edu/comp/SCPDD.htm>.

The unit allocations for those employees eligible for the FY 2009–2010 SCP will be distributed to vice presidents and chancellors on February 5, and the online system in place to support the management and administration of the program will also be available at this time. System entry and approval of all awards must be completed by March 19. The complete SCP process schedule is shown below for your reference.

Information sessions on this program will be offered for unit facilitators and supervisors in February. Session information and registration are available on the webpages listed above. Should you have questions about the SCP process, please feel free to contact your assigned HR Consultant at 732-932-3020.

cc: Bruce Fehn
Distribution: A0, A1, A2, F1

**FY 2009–2010
Staff Compensation Program (SCP)***

PROCESS SCHEDULE

Performance evaluations for eligible employees must have been completed by April 30, 2009. Departments notified appraisees of approved ratings by May 15, 2009. Re-evaluation of employees rated “Does Not Meet Standards” must have been completed by October 15, 2009.

January 2010	Updated salary program guidelines distributed to vice presidents, chancellors, deans, and directors on January 29.
February 2010	Vice presidents/chancellors receive complete instructions and allocations on February 5. Online SCP awards management system goes live on February 5. Separate informational sessions for unit facilitators and supervisors will be held in February.
March 2010	Vice presidents/chancellors notify University Human Resources by March 19 that performance ratings, salary, and bonus payments for their areas have been approved.
June 2010	University Human Resources prepares and distributes salary and bonus payment notification letters to appraisees on or about June 18.
July 2010	The paycheck of July 9 for 12-month employees will include: Prospective salary increases effective July 1, 2010 and any one-time performance bonuses resulting from the deferred FY 2009–2010 SCP program. Prospective base salary increases effective July 1, 2010 implemented for employees whose re-evaluation resulted in a rating of “Meets Standards.” Across-the-board salary increase of 2.5 percent for eligible URA-AFT employees effective July 1, 2010.
September 2010	The paycheck of September 3 for 10-month employees will include: Prospective salary increases effective September 1, 2010 and any one-time performance bonuses resulting from the FY 2009–2010 SCP program. Prospective base salary increases effective September 1, 2010 implemented for employees whose re-evaluation resulted in a rating of “Meets Standards.” Across-the-board salary increase of 2.5 percent for eligible URA-AFT employees effective September 1, 2010.

*In accordance with [Memorandum of Agreement with URA-AFT](#) ratified December 2009.