**ANR ADMINISTRATIVE GUIDELINES**

**2015-16 SALARY PROGRAM FOR NON-REPRESENTED STAFF**

**Salary Program Overview**

* The President has authorized a 3 percent general salary increase for policy-covered (non-represented) staff employees.
* Effective July 2015, non-represented career staff employees will receive a three (3) percent across-the-board salary increase, subject to the exclusions noted below.
* The effective dates are June 21, 2015 for bi-weekly payroll and July 1, 2015 for monthly payroll.

**Eligibility**

* Staff employees in career appointments are eligible.
* Contract employees (who are not 1099) are also eligible unless excluded in the terms of their contract.
* Senior Management Group are eligible and their salary increases will be handled separately because they will require approval by the President of the Regents.

**Non-represented Staff Exclusions**

The following employee groups are excluded from the 2015-16 staff salary program:

* Exclusively represented (union) employees
* Limited appointments (including rehired retirees in limited appointments)
* Employees in per diem appointments
* Student/casual restricted employees
* Academic employees

**Process Details**

* Exempt staff employees’ increase will be effective July 1, 2015, and reflected in the September 1, 2015 paycheck.
* For staff employees on a bi-weekly pay cycle, the effective date of the increase will be June 21, 2015 and reflected in their August 26, 2015 paycheck.
* The salary increases will be processed in mass by Payroll in coordination with Human Resources and Business Operation Center.