

FY 2025 SALARY GUIDELINES

- ❖ All regular, full-time employees will receive a 3.0% increase effective July 1, 2024.
 - Increases for 9-month faculty will be effective August 1st.
- ❖ Post-retirement service employees may receive this increase in accordance with their post-retirement contract.
- ❖ To receive an increase under this guideline, employees must be on the payroll on or before January 01, 2024.
- ❖ Employees who are “regular” faculty, exempt staff, and non-exempt staff are eligible for the raise.
- ❖ Regular, part-time employees will receive the increase pro-rated according to their percent appointment.
- ❖ Self-funded, auxiliary, and restricted sources ***must*** provide funding for eligible employees.
- ❖ Term employees, graduate students, and medical residents will ***not*** receive a market increase.
- ❖ Non-regular appointments such as ADAs do not qualify for the market increase.
- ❖ Raises do not apply to salaries charged to agency funds established for faculty practice plans or other identified clinical salaries (i.e., by account number).
- ❖ The market increase will be withheld for unsatisfactory performance in accordance with documentation provided through annual employee evaluations on file with Human Resources for staff and Academic Affairs for faculty **no later than Friday, June 28, 2024**. The following must be met regarding the documentation to withhold the market increase:
 - The employee is notified in writing by their respective department head they are being denied the increase due to unsatisfactory work performance and the reason for the denial.
 - The Chief Business Officer submits the names, personnel numbers, and copies of the documentation of unsatisfactory performance to the UT System Chief Financial Officer by July 5, 2024.
 - Employees being denied an increase shall be granted an opportunity to respond either orally or in writing to the Chancellor. If the denial is sustained, a letter shall be provided to the Chief Business Officer of the campus.
 - If work performance is deemed satisfactory during FY 2025, the respective salary increase may be given to the employee at that point in time. Under no circumstances should the increase be given after June 30, 2025, nor shall it be retroactive. Appropriate documentation illustrating the employee’s change in performance should be approved by the Chief Business Officer of the campus.
- ❖ The UT System Payroll Office will calculate and enter the market increase. Department processing of papers for this increase is not required.