

Tuesday, January 24, 2012

TO: Unclassified, Unrepresented and Excluded Employees
FROM: President Wim Wiewel
RE: Unrepresented/Unclassified/Excluded Pay Plan 2011-2013

It has been the practice at Portland State University to apply the basic pay plan concepts established through the American Association of University Professors (AAUP) collective bargaining process to unclassified employees who are either unrepresented by a collective bargaining organization, or excluded from a bargaining unit. On January 23, 2012, the bargaining agreement with the AAUP was ratified for the 2011-2013 biennium. While there are a number of differences depending on employment category, essentially, the agreement calls for:

1. An across the board salary increase of 3.1% for each AAUP member awarded at mid-Academic Year for the next two years; and
2. The creation of a 1% merit/equity/compression pool also distributed at mid-Academic Year for the next two years.

As it has been our tradition, PSU will apply the essential terms of the AAUP pay plan to its unrepresented/unclassified employees, and to its excluded employees. As a University, however, PSU is committed to creating a high performance culture that recognizes and incentivizes excellence. A core component of this commitment is greater use of pay plans that award increases in compensation based substantially on performance and equity criteria. To this end, over the course of the next several months, PSU will consider and adopt a pay plan for the unrepresented/unclassified and excluded employees in 2012-2013 that distributes significantly more than 1% of the total 4.1% salary increase called for in the AAUP TA based upon performance and equity considerations.

Unrepresented/Unclassified Pay Plan 2011-2012

- Beginning in January of 2012, each unrepresented/unclassified and excluded employee at the University shall receive a 3.1% increase in their base salary. This increase will be implemented in time for the January payroll, and therefore, you will see the increase in your compensation beginning in January of 2012.

- An unrepresented/unclassified or excluded employee with a current annualized salary of \$175,000 or above shall not receive more than 3.1% of \$175,000 (\$5,425) as an across the board adjustment.
- Also in January of 2012, the University shall establish a performance/equity pool for each major division of the University (President's Office, Office of Academic Affairs, Enrollment Management & Student Affairs, University Advancement, Research & Strategic Partnerships, and Finance & Administration) designed to address equity and compression issues among the unrepresented/unclassified and excluded employee ranks. The pool shall be calculated as 1% of total unrepresented/unclassified and excluded employee salaries for each major division. An unrepresented/unclassified or excluded employee that received a written performance evaluation in 2010-2011 reflecting positive performance shall be eligible to receive a portion of their division's performance/equity pool at the discretion of the President or appropriate Vice President, depending on the division, but based solely on equity and compression considerations. It will take some time to develop and apply this performance/equity pool. Thus, we will implement this second component of the 2011-2012 pay plan in time for the February payroll, but apply it retroactively to January.

Unrepresented/Unclassified Pay Plan 2012-2013

Under the direction of the Executive Committee, PSU's Office of Human Resources and the Vice Provost for Academic Personnel shall develop a 2012-2013 unrepresented/unclassified and excluded employee pay plan proposal for the distribution of the 4.1% increase in 2012-2013. This proposal shall include a distribution formula that rewards and incentivizes high performance and excellence. The Executive Committee shall adopt a 2012-2013 unrepresented/unclassified and excluded employee pay plan on or before March 31, 2012 so that the performance evaluation process for unrepresented/unclassified and excluded employees reflects the performance criteria contemplated by the 2012-2013 pay plan.