

# 2023 Support Staff Special Raise Process - FAQ

## Q. What is the effective date of the special raise?

A. 10/01/2023

## Q. What is the raise percentage for the special raise?

A. For every support staff employee, except POAM, APA, APSA, Nurse, Extension Program Associates, and Resident Life Staff, the raise increase will be 3% because these groups already received 1% of the overall 4% increase during the 2022-2023 raise year.

For APA, APSA, Nurses, Extension Program Associates and Resident Life Staff, the increase will be 4% because these groups had not previously received 1% prior to 10/01/2023 and will receive the full 4% on 10/01/2023.

For POAM, the increase will be 2% because this group previously received a 2% increase during the 2022-2023 raise cycle.

## Q. What is the date of the salary or wage you are pulling to apply the special raise?

A. The salary or wage as of 10/01/2023 is being used as the starting point. See the FAQ below regarding the order of operations for professional employees.

## Q. What support staff groups are eligible for the special raise:

A. All support staff employees that are active or on leave as of 10/01/2023, who would normally be eligible to receive an annual raise in their group. Specifically:

- a. Active and Inactive employees in the following groups, except for those on long-term disability (LTD) who have exhausted their two-year LTD leave:
  1. Regular SSTU employees (union and non-union).
  2. Regular 1585 employees (union and non-union) and union temporary and on-call.
  3. 274 Stage Managers.
  4. Regular 324 employees (union) and non-union temporary and on-call employees.
  5. POAM employees.
  6. Regular CTU employees (union and non-union) and union on-call University Operators.
  7. Extension Program Associates
  8. Resident Life Staff (ASRA)
  
- b. Active and Inactive employees in the following groups, except for those on long-term disability (LTD) who have exhausted their two-year LTD leave or are **on layoff**:
  1. Regular APA employees (union and non-union)
  2. Regular APSA employees (union and non-union)
  3. Regular, temporary, and on-call Nurse employees (TOC Nurses only receive university annual raises on raise years when the increase is a general increase only).

## Q. Will student employees or graduate assistants be eligible for the special raise?

A. No. They are not eligible. Student employees and graduate assistants will receive their regular annual raise based on regular eligibility criteria.

- Q. What if a support staff employee is a new hire to the university on 10/01/2023. Will they receive a special raise?**
- A. No. Those support staff who are newly hired on 10/01/2023 will not receive the special raise.
- Q. What if an employee changes from a non-support staff employee to a support staff employee on 10/01/2023? Will they receive the special raise?**
- A. No. Those employees who were not in one of the eligible support staff groups above on 09/30/2023 but are on 10/01/2023 will not be eligible for the support staff special raise.
- Q. What if an employee already received their 1% raise prior to 10/01/2023, but then changed to a professional employee on 09/30/2023 or earlier? Will they receive the full 4% increase on 10/01/2023?**
- A. Yes, it is current practice that if an employee was part of different bargaining group and received their annual raise previously within the raise cycle and then becomes a professional employee as of 09/30/2023, they will be treated like other professional employees and will be awarded the full raise percentage.
- Q. I have employees in my organization that already received their 1% for 2022-2023, but also received other increases on top of that. Does this disqualify the employee for the special raise?**
- A. No. The special raise will still be applied on top of the ending salary reflective of 10/01/2023, which includes all other previous increases.
- Q. I have a non-professional support staff employee who was hired after the 1% annual raise was given to their group. Will this employee be given the full 4% on 10/01/2023 or only 3%?**
- A. Since the employee was not eligible at the time the 1% was given, the employee would only be eligible to receive the 3% raise effective 10/01/2023. They would not be given the full 4% on 10/01/2023.
- Q. If it is determined that there is a new raise percentage for the new raise cycle of 2023-2024, will SSTU, 1585, and 274 stage manager employees receive that raise first before the special raise is applied on 10/01/2023?**
- A. Yes, for these groups that normally receive their annual raise in the new raise cycle prior to 10/01/2023, they will receive the new raise cycle percentage first, then will be followed by the special raise on 10/01/2023 using their ending 10/01/2023 salary/wage. Other support staff groups will have their special raise applied first, then the 2023-2024 annual raise will follow.
- Q. The non-professional groups of support staff employees who already received their 1% annual raise for 2022-2023 will have 3% added on top of the 1%. That comes out to a little more than a 4% raise. Will professional, Extension Program Associates, and Resident Life Staff employees be treated in the same manner?**
- A. Yes, for employees included in the professional raise or Extension Program Associates and Resident Life Staff, their 1% raise will be run first, based on their 09/30/2023 salary and will be made effective 10/01/2023. Then a subsequent raise of 3% will be run on top of the 1%, using the 10/01/2023 salary, inclusive of the 1% increase. This is being applied in this manner to treat these employees equitably in the administration of the special raise.
- Q. Professional employees are usually allowed to receive a departmentally funded additional base pay increase, above the general and merit increase, at the discretion of the department. Can professional employees still receive an additional base pay increase on 10/01/2023?**
- A. Yes, professional employees may still receive an on-cycle an additional base pay increase effective 10/01/2023. This increase will be applied after all annual raises, special raises, and progression increases have been applied

on 10/01/2023. MAUs will be contacted with spreadsheets to collect this additional base pay raise information. See the schedule on the [Support Staff Raise Resource Guide and Schedule PDF](#).

**Q. How will the special raise be funded?**

A. For those funded on general accounts, central funding will be distributed for the purposes of the special raise. Human Resources will continue to work closely with the Office of Financial Planning and Budget on this allocation.

**Q. Will raise letters be available to employees receiving the special raise?**

A. Yes, for professional employees, departments may run the usual BI report to generate raise letters. For non-professional employees, an automated email will be sent out to each individual employee who received a raise. Examples of this communication will be provided to MAU HR Reps prior to the distribution. See the schedule on the [Support Staff Raise Resource Guide and Schedule PDF](#).

**For more information, please read the [October 1 Support Staff Special Raise Resource Guide and Schedule](#).**