



Central Ohio Technical College
The Ohio State University at Newark
Fiscal Year 2020 Compensation Guidance



The Ohio State University at Newark and Central Ohio Technical College (COTC) are committed to providing compensation and benefits that are nondiscriminatory and competitive with rates and benefits paid for similar jobs by other employers in the labor market. Each institution considers its economic condition and competitive position in making policy decisions regarding compensation and benefits.

Each institution’s compensation philosophy provides a market-based, performance-driven framework for compensation; all recommended increases must be based on performance, market, and/or equity considerations. Performance reviews are **required** for all employees. There are no minimum or across-the-board increases. The compensation process should be utilized to inspire achievement and to reinforce performance and accountability.

- A. All regular faculty and staff hired, rehired, promoted, reclassified, or given a pay equity increase on or before March 31, 2019, and that received a “SUCCESSFUL” or “Exception: Extraordinary” performance appraisal are eligible for a compensation adjustment unless the individual has been designated as ineligible as documented in the letter of offer or other communication.
- B. Unless documented otherwise, employees hired, rehired, promoted, reclassified, or given a pay equity increase on or after April 1, 2019, or that received an “Exception: Unsatisfactory” performance appraisal are ineligible for the FY2020 salary adjustment and their hiring or current salary is intended to remain constant until FY2021.
- C. The campus will delay implementation of raises for Ohio State Newark classified civil service staff on probationary status until successful completion of probation.
- D. Employees on a leave of absence will receive any merit increase on their return to work.
- E. Employees who have given notice for their upcoming resignation or retirement prior to September 1, 2019, or who are being laid-off, or on severance are ineligible for the FY2020 salary adjustment.
- F. The FY2020 salary increases for eligible staff and faculty will be effective September 1, 2019.

G. Staff Increases

The total salary pool for FY2020 is 2.5% for Ohio State Newark non-cost-shared, COTC non cost-shared, and all cost-shared staff. Senior-level administrators/cabinet members are encouraged to use the AMCP process to make salary adjustments based on excellence and market/equity considerations. In cases where an individual’s salary is above market, a cash award in lieu of a base increase may be granted. Higher increases, recommended for top performers, must be accommodated within the overall 2.5% merit pool aggregate. Employees who receive a merit increase must be given a minimum of one-half of one percent (1/2 of 1%).

Performance Rating	Expected Merit-based Salary Increase (2.5% pool)
SUCCESSFUL	0.5% - 3%
Exception: Extraordinary	1.5% - 3.75%
Exception: Unsatisfactory	0%

H. **Ohio State Newark Faculty Increases**

Executive Vice President and Provost McPheron and Senior Vice President, Talent, Culture and Human Resources Basso have approved distributing salary increases from a 2.5% aggregate pool for merit for regular faculty members. Dean MacDonald will distribute these increases according to the guidelines in the Appointments, Promotion, and Tenure document at https://oaa.osu.edu/assets/files/governance/regional-campuses/newark/Newark_APT_7-14-14.pdf.

- I. Ohio State Newark faculty promotions of 6% are already reflected in the human resources information system. During the Annual Merit Compensation Process (AMCP), each promoted faculty member must receive at least the aggregate percentage merit increase (2.5%) in addition to the promotional increase (minimum 8.5% total increase).
- J. The aggregate percentage of increase for Ohio State Newark faculty, unclassified, and classified & support staff must remain separate and no differentiation greater than 0.5% between any of these groups is permitted. Salary increases for faculty promotions are not included in the aggregate calculations.
- K. The Office of Human Resources will maintain a list of individuals receiving no increase due to performance, market position, or other approved reason. The appropriate cabinet members/senior-level administrators should provide a brief rationale for each individual included on the list.
- L. All raises exceeding 10% (not including promotions) that include funds not included in the aggregate must be approved by the Office of Human Resources (for staff) or Office of Academic Affairs (for faculty).
- M. Returning associated faculty also are considered to be participating in the Compensation Initiative. Those who are performing well should receive compensation increases consistent with the guidelines used for faculty and staff.
- N. Individuals paid by agency funds or other non-general funds accounts will be governed by the raise guidelines (budget and process) set by each entity's board. Those guidelines do not have to be identical with the campuses but should be reasonably consistent.
- O. External grant-funded areas are given flexibility to use available compensation increase funds with campus approval. This decision typically will be linked to overall campus compensation principles.
- P. Cash awards (i.e., one-time supplemental payments or bonuses) for staff, in addition to base salary adjustments, may be provided on an exceptional basis. Cash awards are meant to reward exceptional achievement, performance on a project, or leadership in the unit. Cash awards may also be given in lieu of a base increase in cases where an individual's salary is above market as a way to align his/her salary. Cash awards are recommended by members of the cabinet/executive leadership team and are subject to the review and approval of Dr. MacDonald and/or Dr. Berry. A list of all Ohio State-paid cash award recipients must be submitted to OHR for review and cash awards greater than \$2,000 require approval. Cash award amounts will be excluded from the aggregate merit pools.
- Q. The bargaining units are not included in this compensation guidance.