University of Maine System
Public Records Request for Information
About Salary Increases

Information requests

The requests for information vary slightly by source, but generally the request is for individual salary changes of 5% or more since July 1, 2005, for salaried employees. All data is drawn from the human resources and payroll computer system to ensure consistent reporting across the universities and the system office. While several requests varied in wording or the time period covered, the university is providing identical data to all requestors. The broadest request was used to define the data to be reported.

Information included in the report

The data provided includes:

- Represented and non-represented non-faculty salaried employees; salary changes for faculty, whether represented or non-represented, are not included. The focus of the inquiry is on employees covered by the Salaried Employees Classification and Compensation Program (SECCP). However, Management Group employees (those at the level of dean or above) are also included to provide a more complete picture.
- Increases of 5% or more to annual rate for base salary. (See below for actions that are excluded.)
- Records of employees who are currently active or on leave.
- Increases that are reported generally fall into one of four categories:
  - Reclassification – The raising of a position to a higher salary level to reflect additional responsibilities that have been added to the position over time
  - Promotion – Appointment to a new position at a higher salary level; promotion is usually in the same department
  - Internal hiring/appointment – Appointment to a different position, often by selection through an internal or external search process; the new position may be in the same or a different department or at the same or a different university in the System (also referred to as transfer)
  - Equity – Salary change to improve the equity of relationships among positions in a department with similar responsibilities
- Reclassifications, promotions and internal hiring all reflect situations in which an employee has been assigned significant responsibilities above and beyond those in the original position.
The data does not include the followings:

- Changes in standard hours per week or length of the work year which do not reflect a change in pay rate. However, if a change in hours or work year occurred as part of a reclassification, promotion or internal hiring, the related salary increase is included here.
- Returns from leave (paid or unpaid)
- Returns from mutually agreed temporary reduction in schedule (a voluntary program to temporarily reduce to part-time)
- Across-the-board increases
- Rehires
- Returns from suspension or layoff
- SECCP performance-based increases, which are part of the salary program
- SECCP salary program implementation (July 1, 2005)
- Stipends or non-base additional compensation for time limited assignments
- Former employees who are no longer employed

The action reason codes used in the human resources computer system do not have universal definitions. Additional information has been added as further explanation.

Overview of Employee Groups

- Represented and Non-Represented Salaried Positions include positions such as librarians, research assistants, student services support staff, managers, engineers, health professionals, information technology specialists and administrators (e.g. directors, deans, vice presidents).
- As of October, 2011 there were 1,924 employees in the groups reflected in this data. Over the years reported the number has ranged from 1,911 in 2010 to 1,976 in 2006.
- About 1,400 of the 1,924 employees in these groups are in a bargaining unit represented by a union.
- Employees are included regardless of funding source. Funding sources include:
  - the Educational and General (E and G) budget made up of State appropriation and tuition
  - “soft money” provided by organizations over which the university has no financial control, generally grants and contracts from Federal and State funding sources
  - auxiliary enterprises –self-supporting university functions such as residence halls, dining facilities, and bookstores
- Approximately 30% of employees in these groups are paid from “soft money” or auxiliary enterprises.
- In each of the last five years approximately 110 to 150 actions are reported, representing 6 – 8% of the employee population.
- Employees in these groups have an average salary of approximately $50,000.
- The total amount of individual salary increases greater than or equal to 5% for this group each year is about 1% of the total salary base for the group.

**Background**

The University of Maine System is a large, complex enterprise with a half-billion dollar budget, 5,000 regular employees and 40,000 students. This requires the ability to be flexible in assigning new responsibilities to employees in order to adapt to meet the changing needs of our students and our state.

Between 2007 and 2011 the University of Maine System workforce was reduced by 351 full-time equivalent positions. The university has re-structured and re-organized to reduce costs through more efficient operations. For many of the positions reported, these changes have contributed to the need to add responsibilities to do more with less.

Last week Chancellor Page suspended all discretionary increases pending a review of salary programs. "Discretionary" increases are those not required under a policy or contract. For example, with a salaried employee reclassification the policy requires a minimum increase of 5% per salary band. The 5% may be processed as a non-discretionary increase. Any additional amount currently requires Chancellor approval.

UMS will work quickly to review salary programs and identify areas that are exempt from this restriction. Until that occurs all discretionary increases are suspended and any exceptions must be approved by the Chancellor. This directive is effective March 22, 2012, but is not retroactive.

**Summary table**

In addition to the listing of individual actions a summary table is provided. The summary shows the number of actions and total dollar amount of increases for each university and fiscal year.

**Data fields reported**

Note that information for each action continues onto the second page. The reader must look at two pages side by side to see all the information for any entry.

Records are sorted by organizational unit (university or System Office). Within the organizational unit they are sorted by fiscal year, then alphabetically by employee’s last name.

CMP—Campus (University or System Office)
  UMA—University of Maine at Augusta
  UMF—University of Maine at Farmington
Employee name

Original Job—Title prior to the action being reported

First annual Rt $—Annual salary rate prior to the action being reported

Original FTE—full-time equivalent prior to the action being reported; 1.0 represents a full-time position

FY of increase—Fiscal year in which the increase was effective; the fiscal year is July 1 through June 30. FY2012 began 7/1/2011 and will end 6/30/2012

Reason for Increase—Description of the change that resulted in the salary increase reported. Note that some actions involved a change in work year from an academic 9-month year to a fiscal 12-month year as well as a change in the position.

Newer Position Title—title of the position after the action being reported

Dt increase—Effective date of the salary increase

Newer Annual Rt $—Annual salary rate including the increase being reported

New title FTE—full-time equivalent after the action being reported

Annual Increase—the dollar amount of the annual increase being reported

Pct Inc—the base salary increase expressed as a percentage of the original salary