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Non-Represented Employees' 3% Raise Due in Sept. 29 Paychecks

- 'Retro' payment also to be included in the paycheck

(Sept. 6, 2006) Non-represented employees eligible for a 3 percent pay hike for FY 2007 will see the salary increase in paychecks of Friday, Sept. 29.

The "retro" payment also will be included in the Sept. 29 paycheck with earnings code RPD. The retro payment will cover the raise from July 1 to Sept. 9.

Employees eligible for the full 3 percent raise must have been a full-time or part-time non-contract employee as of June 30, 2006.

To be eligible for the raise, an employee must have received an overall performance rating of effective, commendable or outstanding; and must not be on probation.

The pay increase will be pro-rated for those hired during FY 2006. The increase will be effective from the first day after the employee completes the required probationary period.

Raise to be pro-rated

The raise also will be pro-rated for employees who were promoted during the fiscal year and will be based on how long the employee worked at the new salary level.

Employees not eligible for the 3 percent pay increase include those hired on or after July 1, 2006; interns and as-needed employees.

As a result of the recent increase in salary ranges, some employees are now below the minimum of their salary range. These employees will receive the 3 percent pay raise – or a greater amount if necessary – to bring them to their minimum salary level, according to Human Resources Director Stefan Chasnov.

The full 3 percent will be added to the salary base of employees who will remain within their pay range after the raise. Employees who currently are above their salary range will not receive a raise.

Because the paycheck of Sept. 29 will be the third paycheck of the month, it will not reflect deductions for medical, dental or the Flexible Spending accounts. State and federal taxes, however, will be deducted.

