

# **Missouri University of Science & Technology**

## **SALARY AND WAGE GUIDELINES**

**FY2025-2026**

The following information provides salary and wage guidelines for the Missouri University of Science and Technology. An amount equal to 2.0% of compensation has been set aside in fiscal year 2026.

According to Human Resources policy HR-205, annual increases, reclassification pay adjustments, and other pay rates should be determined based on the individuals' experience and qualifications, market salary information, internal equity, budget, and other similar factors. The weight given to each criterion may vary in individual cases.

### **1. ANNUAL MERIT INCREASES**

#### **a. FUNDING**

Units funded by general operating funds (GRA) will receive an allocation equal to 2.0% of eligible staff salary expenditures and 2.0% of eligible faculty salary expenditures. Areas where funds other than general operating funding is the source of compensation are expected to provide similar merit pool increases.

#### **b. ALLOCATION**

1. Allocation of the merit pool for faculty will be recommended by the chair and reviewed/ approved by the dean, provost and chancellor. Increases are not permitted for unsatisfactory performance or for employees who did not complete required training
2. Merit pool increases for staff will be proposed by the chair or director in consultation with direct supervisors. The template provided will include a suggested merit increase based on ePerformance scores as a starting point for consideration.
  - Staff will be eligible for a merit increase if their performance appraisal in ePerformance is completed by June 13, 2025 with a rating of 2.0 (meets expectations) or higher. Merit increases are not allowed for unsatisfactory performance or employees who do not complete required training
  - Increases for part-time and temporary employees are not included in the merit pool funding allocation from general revenue; however, departmental funds may be used to increase compensation for employees in these roles.
  - Increases for employees who have less than one year of service should be prorated.
  - Staff who have not completed their probationary or eligibility period by September 1<sup>st</sup> are not eligible for a merit increase.

- Consider prioritizing increases for employees who exceed performance expectations and work in functions or positions where turnover could have the greatest impact on meeting the mission of the University.

All proposed annual increases for benefit eligible employees that are 10% or greater must be justified in writing on the template provided and approved by the Chancellor.

Adjustments made to recommended merit increases by chairs or directors will be communicated with rationale to the director or chair.

When considering merit increases, previous retention, equity, promotion or other non-base building resources provided (ie, start-up funds) should not be factored into the annual merit recommendation.

c. LUMP SUM AWARDS FOR STAFF

A centralized lump sum merit award for staff has been established for this merit cycle. A total of up to 85 awards (=10% of staff) of \$1,500.00 are available to be awarded to staff members who have demonstrated exceptional performance in one of the following areas:

- Customer Service and Support (SFA 1)
- Improving Operational Effectiveness (SFA 8)
- Contributing to a Positive and Productive Environment (SFA 7)

Justification for lump sum awards will be initiated by the supervisor, included in the merit worksheet and reviewed at the division level. Awards will be distributed proportionally to division leaders and division leaders will select the recipients. Division leaders may develop a review committee to assist with selection. Only staff members with a performance rating of 2.5 Exceeds Expectations or 3.0 Substantially Exceeds Expectations are eligible for a lump sum award.

Lump sum awards will be paid in November 2025.

d. PAY RANGES

All employees must maintain a salary that is no less than the pay range minimum. Employees with salaries that equal or exceed the pay range maximum are not eligible for annual, base building increases.

e. SCHEDULE FOR REQUIRED APPROVALS FOR INCREASES

Deans and directors need to complete their reviews, make any adjustments, and submit their completed worksheets and justifications to the Provost or respective Vice Chancellor by July 24, 2025. This includes both general merit increases and any lump sum payments for exceptional performance.

The Provost and Vice Chancellors must submit finalized worksheets for all proposed increases, including recommendations for increases and necessary justifications to the

Chancellor with a copy to the Vice Chancellor of Finance and Operations by August 1<sup>st</sup>, 2025.

## **2. MARKET AND EQUITY ADJUSTMENT**

Faculty and Staff: To improve the University's ability to attract and retain faculty and staff, funding has been set aside to address market and equity concerns for hard-to-fill positions. Not all staff and faculty will receive a market and/or equity adjustment.

## **3. FACULTY PROMOTIONS BASE PAY INCREASE**

- Tenure/Tenure Track Faculty will be provided \$5,000 for promotion to associate professor and \$10,000 for promotion to full professor.
- Non-Tenure Track Faculty will be provided \$3,000 for promotion to associate teaching professor and \$6,000 for promotion to teaching professor.
- INTERSECTION OF MERIT AND PROMOTION – Faculty who receive a promotional increase are eligible for a merit increase.

## **4. COMMUNICATING WITH EMPLOYEES**

Employees must only be notified about their annual increase *after* all necessary approvals are received. The Office of Human Resources will provide letters to supervisors for distribution.

## **5. EFFECTIVE DATES**

The effective date for pay rate changes will be August 31, 2025, for biweekly paid employees and September 1, 2025, for monthly paid employees.

For additional questions about pay increases, please contact your HR Partner.