
FY2023 Staff Market Placement Review Method and Guidelines

The Office of Human Resources (HR) is happy to announce guidelines for the FY2023 staff market equity review. The recommendations for market adjustment have been created based on the information provided by departments regarding their employees' applicable experience. As you may recall, applicable experience for employees was captured during last year's merit and market cycle and will be updated and used for the continuation of this year's process.

For new hires and transfer staff, experience data and salary placement has been determined through HR and the hiring department.

MARKET PLACEMENT METHOD

- Staff hired on or after August 1, 2022 are not eligible for a market adjustment during this review cycle, unless an increase to a revised minimum salary range is required.
- Staff with a current placement at the 50th percentile or higher are not eligible during this cycle.
- Eligible staff adjustments will be based on applicable experience:
 - o Staff with less than 2 years of applicable experience will receive consideration up to the 15th percentile
 - o Staff with less than 3 years of applicable experience will receive consideration up to the 25th percentile
 - o Staff with less than 5 years of applicable experience will receive consideration up to the 35th percentile
 - o Staff with 5 or more years of applicable experience will receive consideration up to the 50th percentile

Adjustments will be based on a percentage of funds available.

Timeline

August 8, 2022	Market templates made available to each division
August 15, 2022	Market materials returned to HR-Compensation at compensation@utrgv.edu by the division offices
September 1, 2022	Effective date for Market Adjustments
October 3, 2022	Market pay adjustment included in paycheck

GUIDANCE FOR REVIEW OF THE PROPOSED AMOUNT

- Please ensure that all staff members are included in the spreadsheet.
 - o Any staff added to your department August 1, 2022 and later have not been included.

- An individual review may be requested for transferred or reclassified employees with start dates between August 1, 2022 and August 31, 2022.
- The goal is to get the institutional staff average salary to the 25th percentile of the appropriate range over the two-year review cycle; FY22 and FY23.
- Should you have concerns about the level of increase proposed for an employee, please provide justification for the proposed change that you believe is more appropriate. Potential reasons could be performance concerns or an employee who recently transitioned to the position. Any reduction in adjustment will be returned to the institution for future adjustments.

If an employee is not identified to receive a market increase or you have specific questions about the spreadsheet, please reach out to Kristina.Chavez@utrgv.edu, 665-5395.

CONFIDENTIALITY

Supervisors must exercise caution in handling and disclosing market adjustment recommendations. Until final approval by the President, recommendations are subject to change or retraction.

QUESTIONS?

Primary contact and issue resolution should be through the organizational chain of command. However, the following individuals in the Planning and Analysis and HR offices are available for assistance.

Planning and Analysis Contact:

Nidia Garcia, Sr. Financial Analyst
 Position questions
 (956) 665-7420
PositionControl@utrgv.edu

Human Resources Contact:

Kristina Chavez, Director Compensation and Talent Acquisition
 Compensation and Merit questions
 (956) 665-5395
Kristina.Chavez@utrgv.edu

Human Resources Contact:

Hector Guerrero, HR Business Partner
 Staff Employee evaluation questions
 (956) 665-3814
HRPartners@utrgv.edu