

FAQs concerning the July 10, 2017 Increase for Staff Employees

Summary

The following compensation changes have been authorized by the state effective July 10, 2017:

- **A 3 percent salary adjustment for Classified and University staff employees.**
- **The adjustment(s) for active 12 month classified and university employees will be effective July 10, 2017.**
- **The adjustment(s) for active 9, 10 and 11 month classified and university employees will be effective Aug. 10, 2017.**

Details and related instructions are provided throughout this document.

Employee Eligibility

1. Who is subject to the 3 percent salary adjustment?

All classified and university staff who were employed in salaried positions as of April 9, 2017 and who received a rating of “Developing, Strong, or Model Performance” on their last performance evaluation or a “Developing or Strong” on their last probationary review (for those who have not had a performance evaluation).

2. Who is NOT subject to the 3 percent salary adjustment?

All classified and university staff who were hired on or after April 10, 2017, or those who received a rating of “Unacceptable Performance” on their last performance evaluation or probationary review.

3. How can an employee review his/her VA State Hire Date?

Employees can review their Virginia State Hire Date in [HokieSPA](#) on the *Hire Dates and Leave Balances for Salaried Employees* screen.

Select [HokieSpa](#) from the Quicklinks option on vt.edu

Select Login to HokieSpa (provide PID and password and 2 factor authentication)

Select Hokie Team

Select Employment Information

VT Hire date and State Hired data are reflected under Hire Dates

4. Will employee performance ratings affect eligibility for these salary adjustments?

Yes. The fiscal year 2018 salary adjustments are performance-driven. Employees must have received a rating of “Developing, Strong, or Model Performance” on their latest performance evaluation in order to be eligible to receive either the 3 percent salary adjustment or the salary compression adjustment.

Employees who did not receive a rating in 2016 are still eligible to receive the 3 percent salary adjustment if they were hired prior to April 10, 2017. To be eligible, the employee must be in an active paid status and the employee's agency must certify that the employee meets the requirement for satisfactory performance.

5. Are employees whose positions are funded entirely by federal grants or other special funding sources subject to these salary changes?

As with other general, performance, or across-the-board increases that are funded in the state budget, the increase applies to employees whose positions are funded by grants or other special funding sources in addition to those funded by the General Fund.

6. Are wage employees eligible to receive an increase?

Departments may give up to a 3 percent increase to wage employees who fully meet performance expectations, if the department can cover the full cost of the increase and if the senior management area supports the increase.

7. What roles are eligible for additional increases and when will those occur?

For employees in the role titles listed below, who are hired on or before June 10, 2017, there will be an additional 2 percent increase effective on Sept. 10, 2017.

Direct Service Associate I - 49051
Direct Service Associate II - 49052
Direct Service Associate III - 49053
Housekeeping and/or Apparel Worker I - 79071
Licensed Practical Nurse - 49111
Registered Nurse I - 49112
Registered Nurse II/Nurse Practitioner I/Physician's Assistant - 49113
Therapy Assistant/Therapist I - 49231
Therapist II - 49232

Effect on Employees' Compensation

8. How will this change affect an employee's "take-home pay"?

Each employee's situation is somewhat unique, depending on his or her salary and the deductions that are taken from his or her paycheck. The higher annual salary will result in an increase in all payroll tax withholdings and other salary-based withholdings or deductions (e.g. VRS retirement contributions). Therefore, it is likely that the change in take-home amounts will vary somewhat among employees as a result of payroll deductions.

9. When will I see the changes in my paycheck?

The 3 percent salary increase will first appear in the Aug. 1, 2017 paycheck for 12 month employees and Sept. 1, 2017 paycheck for 9, 10, and 11 month employees.