Policy 4.50
Pay Increases

This policy version was not current at the time of printing. Please see http://policies.emory.edu/4.50 for the current version.

Responsible Official: VP for Human Resources
Administering Division/Department: Compensation
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Overview

The primary method of pay advancement within a job's assigned grade level is dependent upon the six-month review and the annual increase. Eligibility for an increase and the amount of increase should be linked to a current performance evaluation which has been given no more than six months prior to the employee’s scheduled review date.

Six month and annual increases must be authorized by the appropriate Vice President, Dean, Director, or Department Head before being processed by Human Resources or the Divisional Human Resources Representative.

Policy Details

Options for Effective Dates of Six-Month and Annual Increases:
An employee's first pay increase and subsequent annual increases may occur at one of the following points, consistent with a department's practice and budget:

• at the end of 6 months in a new position,
• at the beginning of the new fiscal year in September; or
• on a 12-month anniversary date, either of the employee's original date of hire or the date on which a promotion or 6-month evaluation occurred.

Employees with at least 6 months but less than 1 year of service on September 1 are eligible for an increase, which may be prorated based on number of months employed.

The review date for an employee who is/has been out on an unpaid leave of absence should be adjusted to reflect the amount of time the employee was out in an unpaid status.

Temporary employees are not eligible for six-month or annual increases.

SIX MONTH INCREASES
Every new employee's performance should be evaluated 6 months from the date of hire.

An employee must be employed in a regular capacity for at least 6 months before being eligible to receive a salary increase.

A salary increase based on completion of 6 months of satisfactory employment may be given, depending upon
individual departmental practice and budget.

Six-month increases are not generally granted in connection with promotions, reclassifications or lateral transfers.

**ANNUAL INCREASES**

Although the University's targeted average salary increase percentage is determined in September, annual increases may be granted throughout the year as outlined above. Annual increases which exceed 8% must be processed on a HRAF signed by the appropriate Vice President or Dean.

Employees whose performance has been evaluated overall as below satisfactory should not be eligible for an increase. The supervisor may decide to reevaluate the employee at a later point and grant an increase if sustained improvement has occurred.

Annual increases should be accompanied by a completed performance evaluation.

An employee's salary should not go beyond the maximum of the pay range in which his/her job title is placed as the result of an annual increase. In recognition of meritorious performance, an employee at the maximum of the pay range may be eligible for an equivalent lump sum payment to be received in two installments.

**Related Links**

- Current Version of This Policy: [http://policies.emory.edu/4.50](http://policies.emory.edu/4.50)

**Revision History**

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*