

**MEMORANDUM**

TO: Chancellors, Vice Presidents, Vice Provosts, and Twin Cities Campus Deans

FROM: Rachel T.A. Croson, Executive Vice President and Provost  
Kenneth E. Horstman, Interim Vice President of Human Resources

DATE: May 8, 2020

RE: *Freeze of Fiscal Year 2021 Merit Increase*

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As a land-grant institution, it is important for the University to be a socially responsible employer. Based on recent financial constraints due to the COVID-19 pandemic, President Gabel announced on April 7, 2020 that the University will not offer merit increases for fiscal year 2021. This step is both difficult and necessary under the circumstances.

This recommendation is subject to Board approval before the end of the current fiscal year, but we are providing the following information now to help you manage questions you may receive.

**Employee Groups Included in the Merit Freeze**

The merit increase freeze applies to the following employee groups, including those that are grant-funded or funded by other external means:

- Faculty in the 94xx job code series at UM Rochester, UM Morris, and the Twin Cities
- Academic Professional and Administrative (93xx, 96xx and 97xx series)
- Civil Service
- Graduate Assistants

The freeze does *not* apply to:

- Employees covered by collective bargaining agreements. These groups have compensation plans negotiated into their agreements.

**Student Employees**

The University has also made the difficult decision to freeze student pay increases, promotional increases, and lump sum increases for fiscal year 2021.

Student workers covered by these parameters include undergraduate student employees on all University of Minnesota campuses, including job classifications 2221 and 2226.

As of January 1, 2020, the floor or minimum salary rate for student workers was moved to \$10 an hour. Every student worker must be paid at or above the floor.

### **Other Closely Related Increases**

In addition to merit increases applied to base salary, performance-based lump sum payments are also frozen for fiscal year 2021, as are market adjustments (also referred to as in-range adjustments).

### **Faculty Promotional Increases**

For faculty who have gone through the annual promotional process earlier this fiscal year and secured a promotional rank, promotional increases will be awarded. The University will approve these increases based on the guidelines below.

#### *For regular faculty*

Base salary increases for faculty receiving promotions or tenure may not be less than the following amounts:

- Assistant professor without tenure to associate professor with tenure: \$3,100
- Assistant professor with tenure to associate professor with tenure: \$3,100
- Associate professor without tenure to associate professor with tenure: \$3,100
- Associate professor without tenure to professor with tenure: \$4,000
- Associate professor with tenure to professor with tenure: \$4,000

#### *For non-regular faculty*

Promotional increases for non-regular faculty are awarded at the unit's discretion. Increases should be consistent with your unit's past practices, may not exceed the increases provided to regular faculty, and must be implemented in a non-discriminatory manner.

### **Questions**

If you have questions about this information please contact your unit's human resources department. A list of consultants for each college can be found at:

[humanresources.umn.edu/employee-relations/hr-consultants](https://humanresources.umn.edu/employee-relations/hr-consultants).

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c: President Joan T.A. Gabel