



President's Bulletin

University of Missouri

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TO: UNIVERSITY SERVICE AND SUPPORT STAFF
FROM: C. BRICE RATCHFORD, PRESIDENT

I am using this edition of the President's Bulletin to bring you up to date on the specific guidelines which are being used to distribute the additional one per cent wage and salary funds which have become available. These funds have come from a \$369,000 supplementary appropriation by the recent special session of the State Legislature for employees paid from the general operating budget. Eligible employees whose salaries come from restricted and auxiliary budgets will receive equivalent increases. Revenue for these employees in their respective areas must be generated from service operations, grants and contracts and from auxiliary enterprises such as bookstores, cafeterias and dormitories.

Employees eligible to share in the additional funds are those service and support personnel at an annual salary of \$10,400 or less.

I also want to recap the University's entire salary and wage program for this year's operating budget, bringing the one per cent funds into perspective with the four per cent salary and wage funds already approved by the Board of Curators at its meeting in June, 1972.

Guidelines for distributing the additional one per cent in salary and wage funds follow:

1. Full-time appointed staff will be granted an increase of \$5 per month. Part-time staff will receive a proportionate adjustment. This will go to all eligible employees and our salary schedules for 1972-73 will be revised to reflect this adjustment.
2. An increase for hourly employees of 3¢ per hour will be granted to all regular hourly paid service and support staff.
3. Increases as specified above will become effective on August 28, 1972, for hourly paid staff and September 1, 1972 for appointed staff.
4. It is anticipated that the retroactive part of the increase will be paid by December 1, 1972.

I believe these guidelines are most appropriate since all eligible employees will receive approximately equal benefit from the special appropriation.

Let me now recap the procedures the University used in administering the four per cent salary and wage adjustment guidelines approved by the Board in June and put into effect prior to the State Legislature's special session. The four per cent funds were also applied to faculty and admini-

strative staff, but in their case these funds were used only for individual merit increases.

The total amount allocated for such raises amounted to a total of four per cent of the salary base for each group as of April 21, 1972. In order to maintain maximum consistency for University employees and at the same time to improve our hiring salaries for appointed service and support staff, a scale increase of \$180 for each position was put into effect. It should be pointed out that the percentage increases were greater for employees at the lower end of the salary range than for those at the upper end. In addition, provision was made for some individual merit adjustments for salaried employees within the available four per cent funds.

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From the four per cent funds, service and support employees paid by the hour were granted an increase of 10 cents per hour. Here again it should be pointed out that employees at the lower end of the wage ranges received larger percentage increases than those at the higher wage rates. These increases for hourly employees were four per cent of the total wage base for this group as of April 21, 1972. Provision was also made for continuation of our longevity increase program which rewards satisfactory performance upon completion of specified periods of employment.

It is important to keep in mind that the four per cent and the one per cent salary and wage funds made available were two distinct actions dealing with two separate funds. The University has worked to use these funds in the fairest and most equitable manner.

Let me assure you that all the funds available for wage and salary adjustments for 1972-73 are being used for only those purposes. Further, I also want to assure you that I shall continue to work for higher state appropriations so as to upgrade the salary and wages of University employees.