

OVPIA – Internal Procedures

ANNUAL SALARY INCREMENTS FOR PART-TIME HOURLY EMPLOYEES

If allowable according to UA, Bloomington campus, and/or IU Human Resources budget guidelines or CFO policies in a given year, the Office of the Vice President for International Affairs general principle guiding hourly compensation rate increases for part-time hourly (“temporary”) employees is as follows:

- For student employees (object codes 3300 through 3961), student employees who continue in the same position for a second, third, or fourth academic year will receive an annual increment of \$0.50/hour at the start of the fall semester of the subsequent year. A minimum of 3 months of continuous service is required to receive this increment.
- For non-student employees (object codes 3000, 3150, 3050), employees who have completed a minimum of 3 months of continuous service as of July 1 of each year will receive an increment targeted at the same percentage as the CWA negotiated increment for the new fiscal year. We generally will not do anniversary date increments or mid-year adjustments.
- In rare cases where a student and non-student employee are hired at the same time and are assigned the same duties (e.g. OIS front desk), and both employees continue to a second year, whichever of the above increase rates is higher will be applied in both cases to maintain equity. If the non-student employee continues for a third year or more, the CWA negotiated rate will apply for all years beyond the second year.

Receipt of the annual increment is not automatic, and is up to the discretion of the supervisor to recommend increments to the OVPIA fiscal officer. All recommendations for an hourly rate increase are subject to final approval of the OVPIA HRMS personnel approver, fiscal approver, and IU Human Resources.

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