

## NDSU SALARY ADJUSTMENT GUIDELINES 2009-10

The President's Cabinet has adopted the following guidelines.

### Across-the-Board Adjustments

**Amount:** \$100/month

**Eligible:** Regular employees whose performance is *satisfactory*.

**Not eligible:**

- \$ Probationary broadbanded staff
- \$ Employees whose documented performance levels are not satisfactory
- \$ Temporary employees

### Performance/Market Adjustments

**Amount:** Average of 5% including the across-the-board adjustment

All eligible regular employees may be given adjustments.

Adjustments will be based on *performance*.

**Eligible:** All regular employees

**Performance**

- \$ With a sustained record of meritorious performance  
(Responsibility Review for Broadbanded staff.)

**Market**

- \$ With a record of satisfactory performance (Responsibility Review for Broadbanded staff.)
- \$ Whose salaries are below recognized market for their position (Broadbanded staff; Based on market provided by Human Resources/Payroll)

In all cases, these recommendations must be based on an established responsibility or performance review with current performance information available to support the recommendation. The President will review all recommendations.

**Not eligible:**

- \$ probationary broadbanded staff
- \$ employees whose documented performance levels are not satisfactory
- \$ temporary employees

### General Guidelines for Salary Adjustment Recommendations

Adjustments **MUST** be documented and the documentation should be available for review upon request.