

Wellesley College Administrative Salary Increase for Fiscal Year 2022

For Fiscal Year 2022, the salary increase pool for administrative staff is a 2.5% merit program. Salary increases will be effective as of July 1, 2021.

Individual salary increases will be directly linked to individual performance in the job as outlined below. In addition, Human Resources will manage two separate, centralized funds. One fund will be the equivalent to .50% of administrative salaries, to be used for market adjustments. Human Resources reviews market equity annually and any identified market equity issues will be reviewed and approved by each division head throughout the year. The second fund will be equivalent to .25% of administrative salaries, to be used to supplement departmental promotion budgets.

Continuing employees on the payroll as of March 31, 2021 are eligible for increases in salary as recommended by department heads and approved by senior leadership. **Note:** The categories below may be a useful guide in determining increase percentages. We also acknowledge that this past year was an extraordinary one and division heads may decide to apply 2.5% to all employees who are meeting and exceeding expectations. Employees who are not meeting expectations should not receive a 2.5% increase.

- **Performance Successfully Meets Expectations** (Most employees fit into this category): Performance consistently meets established standards, requirements or expectations, at times possibly exceeding expectations. This rating conveys solid, effective performance.
Recommended increases: 2.0%-2.45%
- **Performance Exceeds Expectations** (Typically top 10%): Performance consistently exceeds established standards, requirements, and expectations. Employee exhibits initiative, creativity and self-direction. These employees often serve as role models in their department/division, and are often recognized for their performance beyond their department and division.
Recommended increases: 2.5% and above. Exceptional performers may receive more than 2.5% as long as the department does not exceed the overall budgeted pool of 2.5%.
- **Performance Does Not Fully Meet Expectations:** Performance does not *fully* meet established standards, requirements or expectations. Significant improvement is needed in one or more important area. Employees who do not meet expectations should not be surprised by an increase in this range as discussions regarding performance improvement should be on-going.
Recommended increases: 0-1.75%

Note: Some employees whose salaries have been frozen are not eligible for an increase to base. Those employees are eligible for a one-time payment equivalent to the appropriate salary increase percentage. Employees whose salaries are frozen have been notified previously.