


Name of Policy: Wage increases – non-contract employees			
Policy Number: 3364-25-114		Effective date: October 20, 2023	
Approving Officer: President		Original effective date: July 1, 1986	
Responsible Agent: Chief Human Resources Officer			
Scope: All University of Toledo campuses – all hourly, non-bargaining employees			
Keywords:			
	New policy	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

Hourly employees assigned to either a classified or unclassified pay range are eligible to receive three types of wage increases.

(B) Procedure

Hourly employees assigned to either a classified or unclassified pay range are eligible to receive the following three types of wages increases, which will be processed as described below

(1) Probationary increases

After the one hundred eighty day probationary period, such employees will receive an increase to the next higher step within the range. Employees serving probationary periods in excess of one hundred eighty days will receive an increase to the next higher step within the range after one hundred eighty days.

(2) Anniversary increases

Classified and unclassified hourly employees will receive an increase to the next higher step within the pay range twelve months after the completion of their probationary period. Reclassification of an employee does not affect these dates.

(3) Negotiated increases

Employees occupying positions covered by a collective bargaining agreement shall receive wage rate adjustments in accordance with the contract currently in effect.

<p>Approved by:</p> <p><i>/s/</i></p> <hr/> <p>Gregory Postel, MD President</p> <p>Date: October 20, 2023</p> <p>Review/revision completed by:</p> <ul style="list-style-type: none"> • <i>Chief Human Resources Officer</i> • <i>Senior Leadership Team</i> 	<p>Policies superseded by this policy:</p> <ul style="list-style-type: none"> • <i>None</i> <p>Original effective date: <i>July 1, 1986</i></p> <p>Review/revision date: <i>July 1, 2003</i> <i>September 13, 2013</i> <i>July 1, 2014</i> <i>April 1, 2015</i> <i>September 25, 2017</i> <i>September 28, 2020</i> <i>October 20, 2023</i></p> <p>Next review date: <i>October 20, 2026</i></p>
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