


Name of Policy: <u>Wage increases - non-contract employees</u>		 Effective date: September 28, 2020 Original effective date: July 1, 1986	
Policy Number: 3364-25-114			
Approving Officer: President			
Responsible Agent: Associate Vice President & Chief Human Resources Officer			
Scope: The University of Toledo – All hourly, non-bargaining employees, All Campuses			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

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

(1) Probationary increases

After the one hundred twenty (120) 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 twenty (120) days will receive an increase to the next higher step within the range after one hundred twenty 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><u>/s/</u> Gregory C. Postel Interim President</p> <p><u>September 28, 2020</u> Date</p> <p><i>Review/Revision Completed by:</i> AVP/CHRO, Senior Leadership Team</p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>Previous 3364-25-114 effective September 25, 2017</i> <p>Initial effective date: July 1, 1986</p> <p>Review/Revision Date: July 1, 2003; September 13, 2013; July 1, 2014; April 2015, September 25, 2017, September 28, 2020</p> <p>Next review date: September 28, 2023</p>
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