Name of Policy: **Wage increases - non-contract employees**

Policy Number: 3364-25-114

Approving Officer: President

Responsible Agent: Associate Vice President of Human Resources

Scope: The University of Toledo – All hourly, non-bargaining employees, All Campuses

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Review date: September 25, 2017

Original effective date: July 1, 1986

(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.

Approved by:

Sharon L. Gaber, Ph.D.
President

September 25, 2017
Date

Review/Revision Completed by:
Senior Leadership Team

Policies Superseded by This Policy:

- Previous 3364-25-114, review date April 10, 2015

Initial effective date: July 1, 1986
Review/Revision Date: July 1, 2003; September 13, 2013; July 1, 2014; April 2015, September 25, 2017
Next review date: September 25, 2020