

Administrative Professional (AP)/ Administrative Professional Supervisors (APS)/ Paraprofessional Annual Raise FAQs

When are raises effective?

Annual raises for AP/ APS/ and Extension Paraprofessional staff are effective 10/1 in a year when they are made available either through union agreements (AP/ APS staff), or funding availability (paraprofessional staff).

When did Extension start using performance to determine individual raises?

MSU Extension implemented the use of merit pay raises beginning 10/1/2019 for all AP, APSA, and Paraprofessional (Program Instructors, 4-H PCs, and CNIs) staff.

Why does Extension use performance ratings to determine raise amounts?

MSU Extension uses performance ratings to ensure consistency across the organization in determining raises and to recognize performance.

What is a “raise pool”?

A raise pool is the amount of money available to fund raises for all eligible staff, in specific group, in a given year.

How is a raise pool determined for MSU Extension paraprofessional classifications (i.e., 4-H Program Coordinators, Community Nutrition Instructors, and Program Instructors)?

Annual raise amounts are determined based on funding availability.

How is a raise pool determined for AP and APS classifications?

Annual raise amounts available for AP and APS classifications are determined based on [union contract language and the MSU/ Coalition Health Care Agreement](#).

How are raise ranges determined?

Raise ranges are established by the Director’s Office, broken out by performance rating, and vary by year dependent on the raise pool available.

How is my individual raise determined?

Raise amounts are determined based on the raise pool available and individual performance rating. The raise assigned to each individual is determined through communication with the employee’s Institute/Department Leadership, supervisor and the Director’s Office.

How is my raise determined if I haven't had an annual performance review in the past year?

Employees who do not have a performance rating on file for the previous year (including those who are newly hired) will be assigned a raise within the same range as those who received a "meets expectations" rating on their most recent review. Limited exceptions to this may be made in consultation and approval with the supervisor, Institute/ Department Leadership, and Director's Office. Employees are encouraged to seek out feedback from their supervisors up-to and including requesting an annual performance evaluation be completed.

When will I know what my raise is?

Raise memos are distributed through supervisors by the last workday of October in any year raises are given.

The raise memo only includes the new annual pay. How can I determine my raise percentage?

You can display your annual salary in EBS via your Personal Profile tab/ Salary Data section.

Previous annual salary information can be determined by going to My Time & Payroll/ Earnings Statements and choosing a pay statement from a previous date; to determine annual salary use the current gross pay amount and multiply by 12.

The calculation for determining the percentage of a pay increase is:

(Annual pay as of 10/1) – (Annual pay on 9/30) = difference between annual pay amounts

Then:

(Difference between annual pay amounts)/ annual pay on 9/30 = decimal equivalent of raise percentage

Finally:

(Decimal equivalent of raise percentage) * 100 = raise percentage; round to first decimal place

Examples	
An employee whose annual pay was \$38,340.00 on 9/30 and \$38,915.10 on 10/1:	An employee whose annual pay was \$41,200 on 9/30 and \$41,818 on 10/1:
$38915.1 - 38340 =$ $\mathbf{575.1}$	$41818 - 41200 =$ $\mathbf{618}$
$575.1 \div 38340 =$ $\mathbf{0.015}$	$618 \div 41200 =$ $\mathbf{0.015}$
$0.015 \times 100 =$ $\mathbf{1.5}$	$0.015 \times 100 =$ $\mathbf{1.5}$