

Wellesley College Administrative Staff Salary Increase Program and Merit Bonus Program for Fiscal Year 2014-2015

Salary Increase Program

The College administrative staff salary increase program for FY2015 is 1.5% of annual salary, paid to employees as a one-time payment. Biweekly employees will receive the one-time payment on July 18th and monthly employees will receive the one-time payment in the July paycheck. All lump sum payments are eligible for retirement contributions.

Note that this year, the payment will not add to base compensation. The College has structured the administrative staff salary increase program in this way for this year in order to achieve substantial savings towards the \$3 million target reduction in administrative salaries, which will reduce the number of positions that would otherwise have to be eliminated in future years. While there can be no guarantees about future salary increase programs, this approach is intended to be one time in nature, and we expect to return to a salary increase program that is additive to base compensation starting in FY2016.

All eligible employees who meet or exceed performance expectations should receive this lump sum percentage. Employees whose documented performance falls short of expected results or whose performance is unsatisfactory will not receive a one-time payment.

Meets or exceeds performance expectations	1.5% lump sum
Falls short or unsatisfactory performance*	0

*unused dollars will be applied to bonus pool dollars

Merit Bonus Program

The bonus pool will be 0.5% of eligible payroll, plus any salary increase program funds that were not paid out. Employees working at least half time or more in regularly budgeted positions are eligible. Employees who have contributed in extraordinary ways to Wellesley or whose performance has been consistently outstanding will be eligible for a bonus, in addition to their salary increase. There is an option for team bonuses for a group of employees who have worked together on a project and whose impact is significant to the College. For employees who are paid through a grant, performance bonuses must be allowed under the terms of the grant.

Based on a Wellesley College employee survey, the most meaningful bonuses are \$500 and above. The program is intended to reward top performers and significant contributors, rather than to top up everyone. It has been sized based on the assumption that approximately 1/4-1/3 of the staff in a division will receive bonuses.

Communication

Individual letters will be mailed to employees' homes detailing one-time payments and bonuses on June 26, 2014. Employees will also be able to access the information via MyWellesley, effective July 1, 2014.