

UNIVERSITY of HOUSTON
HUMAN RESOURCES

INTEROFFICE MEMORANDUM

DATE: June 7, 2010
TO: College and Division Administrators
FROM: Joan Nelson, Executive Director of Human Resources
SUBJECT: Salary Increase Hold Released Effective June 1, 2010

After the recent approval of the FY 2011 budget by the UHS Board of Regents and the significant efforts across all divisions and colleges to reduce costs and expenses in FY 2010, we would like to inform College and Division business administrators that we are ending the hold on salary increases effective June 1, 2010.

There has been great anticipation of this decision across the campus and Human Resources is already aware of a number of existing interim roles and promotions that have been put on hold since October of 2009. Please remember that there is still a need to remain fiscally conservative with regard to salary adjustments and Human Resources will provide careful oversight on each request submitted. Here are the corresponding guidelines for salary adjustment requests:

- Salary adjustments will not be retroactive. The earliest date for any permanent salary adjustments to be effective is June 1, 2010. Exceptions will not be granted under any circumstances.
- All requests will be routed through an additional division AVP or VP designee or college Dean for approval.
- All attached offer letters should accurately reflect the appropriate effective date of June 1, 2010 or later.

Human Resources-Compensation will prioritize and process current pending requests or advise on the necessity to initiate a new request. These matters will be handled on a case-by-case basis and your patience and cooperation is appreciated.

Please contact Sara Chelette, Compensation Manager, at 3-5769 if you have additional questions.

Cc: Vice Presidents and Deans