

**SALARY INCREASE SCHEDULE
 FOR 1ST AND 2ND YEAR REGULAR EMPLOYEES**

New employees serve a one-year trial period excluding, as applicable, time served in a temporary appointment.

During the trial period employees are provided a performance appraisal after six (6) and twelve (12) months of service. Following twelve (12) months of service an employee becomes eligible to receive a merit salary adjustment if he/she achieves an overall performance rating of satisfactory or above. The amount of merit increase given is based upon a scale determined annually by the Executive Director. The scale is comprised of a number of factors including but not limited to the percentage increase CSU employees received, as well as the availability of USU funds.

Following the one-year performance review, employees are evaluated annually thereafter on or about July 1st. Second merit salary adjustments given within a one-year period are prorated according to the schedule listed below:

Hire Date	Date of 1 st Increase Eligibility	% of Increase	Next Date of Increase Eligibility	% of Increase
June 16-30	Anniversary	100	July 1	104
July 1-15	Anniversary	100	July 1	100
July 16-31	Anniversary	100	July 1	96
August 1-15	Anniversary	100	July 1	92
August 16-31	Anniversary	100	July 1	88
September 1-15	Anniversary	100	July 1	83
September 16-30	Anniversary	100	July 1	79
October 1-15	Anniversary	100	July 1	75
October 16-30	Anniversary	100	July 1	71
November 1-15	Anniversary	100	July 1	67
November 15-30	Anniversary	100	July 1	63
December 1-15	Anniversary	100	July 1	58
December 15-31	Anniversary	100	July 1	54
January 1-15	Anniversary	100	July 1	50
January 16-30	Anniversary	100	July 1	46
February 1-15	Anniversary	100	July 1	42
February 16-29	Anniversary	100	July 1	38
March 1-15	Anniversary	100	July 1	33
March 16-31	Anniversary	100	July 1	29
April 1-15	Anniversary	100	July 1	25
April 16-30	Anniversary	100	July 1	21
May 1-15	Anniversary	100	July 1	17
May 16-31	Anniversary	100	July 1	13
June 1-15	Anniversary	100	July 1	08