



**Central Ohio Technical College**  
**The Ohio State University at Newark**  
**Fiscal Year 2025 Compensation Guidance**



The Ohio State University at Newark and Central Ohio Technical College (COTC) are committed to providing compensation and benefits that are nondiscriminatory and competitive with rates and benefits paid for similar jobs by other employers in the labor market. Each institution considers its economic condition and competitive position in making policy decisions regarding compensation and benefits.

Each institution’s compensation philosophy provides a market-based, performance-driven framework for compensation; all recommended increases must be based on performance, market, and/or equity considerations. Performance reviews are **required** for all employees. There are no minimum or across-the-board increases. The compensation process should be utilized to inspire achievement and to reinforce performance and accountability.

- A. All regular faculty and staff hired, rehired, promoted, reclassified, or given a pay equity increase before April 1, 2024, and that received a “SUCCESSFUL” or “Exception: Extraordinary” performance appraisal are eligible for a compensation adjustment unless the individual has been designated as ineligible as documented in the letter of offer or other communication.
- B. Unless documented otherwise, employees hired, rehired, promoted, reclassified, or given a pay equity increase on or after April 1, 2024, or that received an “Exception: Unsatisfactory” performance appraisal are ineligible for the FY2025 salary adjustment, and their hiring or current salary is intended to remain constant until FY2026.
- C. Ohio State-paid faculty and staff who did not complete the *Report = Support!* training as of April 26, 2024, at 11:59 p.m. are ineligible for increases.
- D. The campus will delay implementation of raises for Ohio State Newark classified civil service staff on probationary status until successful completion of probation.
- E. Employees on a leave of absence will receive any merit increase on their return to work.
- F. Employees who have given notice for their upcoming resignation or retirement effective prior to September 1, 2024, or who are being laid-off, or on severance are ineligible for the FY2025 salary adjustment.
- G. For those eligible, the effective dates for FY2025 salary increases are as follows:
  - a. Ohio State faculty: August 15, 2024
  - b. COTC-paid faculty and staff: August 25, 2024
  - c. Ohio State-paid staff: September 1, 2024
- H. **Staff Increases**
  - a. The total salary pool for FY2025 will be managed centrally and is 3.5% for Ohio State Newark non-cost-shared, COTC non-cost-shared, and all cost-shared staff. Merit award percentages for eligible employees will be determined for the performance rating categories of “Successful” and “Exception: Extraordinary” by the office of human resources. Employees receiving a rating of “Exceptional: Unsatisfactory” will not receive a merit-based salary increase.
  - b. In cases where an individual’s salary is above market, a cash award in lieu of a base increase may be granted. OSU Staff employees who are eligible for a merit increase whose current base salary is at or above their respective pay range maximum may only receive a merit award as a lump-sum amount in lieu of a base pay increase. The lump-sum merit award amount will be calculated by multiplying the applicable merit percentage by the pay range maximum.

I. **Ohio State Newark Faculty Increases**

The university has approved distributing salary increases from a 3.5% aggregate pool for merit for regular faculty members. Dean MacDonald will distribute these increases according to the guidelines in the Appointments, Promotion, and Tenure document at [https://oaa.osu.edu/sites/default/files/uploads/governance-documents/regional-campuses/newark/Newark-APT\\_2020-07-28.pdf](https://oaa.osu.edu/sites/default/files/uploads/governance-documents/regional-campuses/newark/Newark-APT_2020-07-28.pdf).

J. **Ohio State Newark faculty promotions**

- a. The 6% centrally funded promotional increase will be calculated on the salary before the merit adjustment has been applied.
- b. A faculty member who is promoted must receive a merit increase of at least 3.5%.
- c. The 6% promotional increase will be centrally processed as a separate transaction outside the merit process and will not be included in the merit aggregate calculation.
- d. A college may fund a promotional amount in addition to the merit increase and centrally funded 6% promotional increase. The additional promotional amount will be processed as a separate transaction after the merit and 6% promotional transactions have been completed.

K. The Office of Human Resources will maintain a list of individuals receiving no increase due to performance, market position, or other approved reason. The appropriate cabinet members/senior-level administrators should provide a brief rationale for each individual included on the list.

L. All Ohio State raises exceeding 10% (not including promotions) must be justified in the merit comment field. Columbus OHR will review and approve staff increases greater than 10% and collaborate with OAA on the review and approval of faculty increases greater than 10%.

M. Returning Ohio State associated faculty also are considered to be participating in the Compensation Initiative. Those who are performing well should receive compensation increases consistent with the guidelines used for faculty and staff, including zero increases for those failing to complete *Report=Support!* training as of April 26, 2024, at 11:59 p.m.

N. Individuals paid by agency funds or other non-general funds accounts (e.g., certain affiliated entities) are governed by the pay increase guidelines, budget, and process as established by the entity's board. Those guidelines do not have to be identical with the campuses but should be reasonably consistent.

O. External grant-funded areas are given flexibility to use available compensation increase funds with campus approval. This decision typically will be linked to overall campus compensation principles.

P. Cash awards (i.e., one-time supplemental payments or bonuses) for staff, in addition to base salary adjustments, may be provided on an exceptional basis. Cash awards are meant to reward exceptional achievement, performance on a project, or leadership in the unit. Cash awards are recommended by members of the cabinet/executive leadership team and are subject to the review and approval of Dr. MacDonald and/or Dr. Berry. Cash award amounts will be excluded from the aggregate merit pools.<sup>1</sup>

Q. The bargaining units are not included in this compensation guidance.

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<sup>1</sup> For Ohio State these awards must be processed outside the merit system, or they will be counted toward the aggregate pool.