



MICHIGAN STATE UNIVERSITY

July 20, 2023

MEMORANDUM

TO: Vice Presidents and Heads of Major Administrative Units

FROM: Melissa Woo, Ph.D. 
Executive Vice President for Administration and Chief Information Officer

Christina K. Brogdon, PHR 
Vice President and Chief Human Resources Officer

SUBJECT: October 2023 Raise Processes - Salary Increases for Support Staff Employees

The board approved the university's Fiscal Year 2023-2024 operating budget, which includes funding for staff and faculty compensation and employee benefits. The university budget has prioritized compensation in the FY 2024 budget and includes funding to bring support staff collective bargaining agreement raises up to 4.0 percent in situations where the current agreements are less than 4.0 percent. These base salary increases will be available for allocation during the fall raise process, and allocated raises will become effective October 1, 2023.



Human Resources

Office of the Vice
President and
Chief Human
Resources Officer

All support staff groups, except POAM, that previously received a 1% raise as part of the 2022-2023 raise process, will receive an additional 3% increase. POAM employees will receive an additional increase of 2% because they previously received a 2% increase as part of the 2022-2023 raise cycle. Additionally, APA, APSA, Nurses, Extension Program Associates, and Resident Life Staff will receive the full 4%.

All increases will be effective October 1, 2023, and will be applied as a general increase, which does not require merit consideration.

The associated pay ranges, and progression levels when applicable, will also be adjusted to reflect these additional increases.

Salary Raise Process

Because the support staff increases will be applied as a general increase, Human Resources will apply the raise increases automatically; no action is necessary by departments. Departments will, however, need to provide feedback on additional base pay increases for APA, APSA, and Nurse employees, as well as generate raise

Michigan State University
1407 S. Harrison Road
East Lansing, MI 48823

517-353-4434
Fax: 517-432-3862

notifications for professional employees. Additional detailed information will be provided to MAU HR Representatives on these steps.

Additional Base Pay Increases for APA, APSA, and Nurse Employees Only

The university allows for additional base pay increases to recognize outstanding performance or market conditions outside of the annual wage increase process, according to the [Special Increases for Support Staff Policy and Procedure](#).

After all university-provided raises have been applied, departments may elect to apply an additional special base pay increase for eligible APA, APSA, and Nurse employees. A spreadsheet will be provided during the raise process to each MAU that will be used to collect the amounts of special increases that are being requested.

Raise Timeline

For a timeline of the raise process, please visit the [Raise Process](#) page for support staff resource guide on the HR website.

Within the last fiscal year and in addition to this special raise, the university delivered on its commitment to employee success and well-being through expanded options for paid time off, including two new personal observance days, a winter break, and the addition of Martin Luther King, Jr. Day as a holiday observance.

If you have any questions about this raise process, please contact HR.ClassComp@hr.msu.edu, or Rebecca Yauch via Teams or at 517-884-0115 or Anna Barner via Team or at 517-884-0198.