

How long will it take to receive my union negotiated pay increase?

This article is intended to provide UIS employees with a general understanding of the processes and timeline involved in the implementation of union negotiated pay increases.

To start, once a tentative agreement (TA) is reached between the university and the union in negotiations, the parties must reduce the agreement to writing. Whether this is the first collective bargaining agreement between the parties or a successor agreement, the amount of time it takes to memorialize the agreement in writing depends on the complexity of the terms agreed to at the bargaining table. (Is it just wages that are changing? Is it a full collective bargaining agreement with numerous changes?) Reducing a full collective bargaining agreement to writing can take substantially longer. The document that is produced must be reviewed by the parties to make sure that the language included is consistent with what was agreed to during negotiations.

The union has the responsibility of communicating the tentative agreement to their members. The members vote on whether they wish to accept the tentative agreement or not. This is called a union membership ratification vote.

After the ratification vote, and the agreement has been reduced to writing, the agreement must be signed/approved by all necessary parties. After the union signs and returns the agreement, it then goes through the university signature process. This includes individuals at the University of Illinois System and the Board of Trustees level as well as representatives from UIS.

After completing the signature process, the fully signed agreement is returned to UIS Labor Relations. Necessary copies are provided to HR staff for implementation. Prior to entering the pay increases into the system, HR staff must first make changes in the pertinent systems, including (but not limited to) creating a new pay table in the Banner system with the correct pay rates/ranges for each classification represented by the union. New ranges must also be submitted to the State University Civil Service System for their review.

HR staff must then finalize their calculations and begin processing the salary increases. In situations where there is a flat, across the board increase, it may be possible to utilize a mass update. However, in situations where there are different increases for different employees, HR staff may be required to update each individual job record. If the agreement calls for retroactive pay, this must be implemented separately from the implementation of negotiated increases. Retroactive pay is processed in a separate system from the pay changes.

The pay increases are put into effect at the beginning of a pay period following implementation. For example, if the agreement provides for a pay increase effective August 20, 2023, but it was not implemented until November 12, 2023, employees would see the increase in the paycheck that pays on December 6, 2023. A separate backpay calculation would then be done for the time period from August 20, 2023, through November 11, 2023.

If you have questions or concerns about when you may receive a negotiated pay increase, please contact your appropriate union representative.