

The University of Wisconsin System

UPS OPERATIONAL POLICY: TC 4



SUBJECT: 2017-19 UW System Pay Plan Distribution
Guidelines for University Workforce

Original Issuance Date: October 11, 2017

Last Revision Date:

1. POLICY PURPOSE:

The purpose of this policy is to provide Chancellors with guidance on the distribution of the UW System 2017-19 approved pay plan for the university workforce.

2. POLICY BACKGROUND:

Wis. Stat. [§ 36.115](#) requires the Board of Regents and the UW-Madison Chancellor to develop personnel systems that are separate and distinct from the personnel system under Wis. Stat. Chapter 230. [Regent Policy Document 20-21](#), University Personnel Systems, delegates to the President of the University of Wisconsin System, except for the University of Wisconsin-Madison, the authority to formulate operating policies to administer this personnel system. This operational policy provides the pay plan distribution policy guidance for the university workforce except for employees of UW-Madison.

The pay plan recommendation requested by the Board of Regents and the UW System President must ultimately be approved by the Legislature's Joint Committee on Employment Relations (JCOER). Per Wis. Stat. [§ 230.12 \(3\)\(e\)](#), the Board's pay plan recommendation is submitted to the State's Administrator of the Division of Personnel Management (DPM) who will submit a proposal to JCOER for adjusting compensation via the pay plan.

3. POLICY DEFINITIONS:

"University Workforce" for the purposes of pay plan distribution university workforce includes only faculty, academic staff, university staff, university staff project employees, and limited appointees.

"Pay Plan" is the JCOER approved compensation adjustment.

4. POLICY:

- (1) Chancellors shall develop, oversee and coordinate pay plan administration using the processes and practices of shared institutional governance that are operative at each respective institution. Each Chancellor is directed to proceed with faculty, academic staff, university staff, university staff project employees, and limited appointee salary evaluations using a suitable evaluation system to assess meritorious performance and solid performance, the results of which can be converted to a salary, once

the pay plan is known. A record of the evaluation judgments shall be made before July 1, as provided in Wis. Stat. [§ 36.09\(1\)\(j\)](#).

- (2) The 2017-19 compensation adjustments for faculty, academic staff, university staff, and limited appointees shall be distributed on the basis of merit and on the basis of solid performance. Chancellors are authorized to earmark up to 15 percent of the total pay plan each year for the Chancellors' discretionary use to meet special compensation needs such as: to reward members of the university workforce for innovative and/or collaborative program delivery, and/or exceptional performance in support of institution goals; and/or to correct pay inequities.

Assessment of meritorious performance and solid performance for faculty shall be based on a systematic performance evaluation program, which identifies positive contributions by the faculty member to teaching, research, public service and/or the support functions inherent in the institution's mission. Assessment of teaching faculty shall include consideration of student evaluations per [Regent Policy Document 20-2](#), Student Evaluation of Instruction.

Assessment of meritorious performance and solid performance for all other university employees shall be based on a systematic performance evaluation program which allows supervisory assessment of solid and meritorious performance in their areas of assigned responsibility.

- (3) Chancellors shall strive to ensure equity across all employee categories.
- (4) Salary adjustments based on comparisons with external market determinations are not to be considered in the distribution of 2017-19 pay plan funds.
- (5) These guidelines do not apply to those staff members covered by collective bargaining agreements.
- (6) Any and all compensation adjustments must be based on performance; across-the-board compensation adjustments not based on merit are prohibited. At a minimum, continuing staff who have performed at a satisfactory level shall be eligible for a compensation adjustment from funds set aside to recognize meritorious and solid performance, except when an employment contract, collective bargaining agreement or administrative practice holds to the contrary.
- (7) Unless otherwise specified by executive/legislative action, the effective dates for the payment of the 2017-19 shall be July 1 each year for annual-basis employees, the start of the academic year for those on academic year appointments, the beginning of the first biweekly pay period included with the beginning of each fiscal year for those staff paid biweekly, and other dates as set by the Chancellors for persons with appointment periods commencing at times other than July 1 and the beginning of the academic year.
- (8) The President is authorized each year to increase the systemwide faculty salary minima by up to the full amount of the 2017-19 pay plan and rounded to the nearest hundred dollars. For Category B research and instructional academic staff, the Board authorizes the continuation of the current policy linking titles to the faculty salary minima based on percentage relationships approved in the 1994 Gender and Race Equity Study.

Category A UW System salary range maximums and University Staff pay range maximums will be adjusted by the approved 2017-19 pay plan. Salary range minimums will not be adjusted.

- (9) Base salaries shall not be less than the salary or pay range minimum. The salary increase shall not move the base salary above the applicable salary or pay range maximum. Staff currently paid above the applicable salary or pay range maximum shall be eligible for a salary increase of up to half of the amount by which the salary and pay ranges have been adjusted.
- (10) Salary adjustment rates for promotion in faculty rank are delegated to Chancellors.
- (11) Each institution shall complete its actions on stipend schedules for non-represented graduate assistants prior to July 1 and shall establish a factor for adjustments, which can be applied expeditiously to determine compensation increases. Stipend schedules for each graduate assistant category shall be separately established.
- (12) If the Regents' meeting schedule does not afford an opportunity for timely action by the full Board on salary adjustments, the Board authorizes the Executive Committee of the Board, in consultation with the System President, to approve any discretionary salary adjustments effective for 2017-19. Appropriate information shall be provided to all members of the Board.
- (13) Compensation actions related to the 2017-19 pay plan and delegated to the Chancellors shall be completed in accordance with statutory requirements, legislative intent, and Regent policy, and shall be reported to UW System Administration to make possible the preparation of payrolls and reporting to the Board of Regents.

5. RELATED DOCUMENTS:

1994 Gender and Race Equity Study
[UPS Operational Policy TC 3: Compensation](#)

6. POLICY HISTORY: