

## LOCAL UNIVERSITY STAFF COMPENSATION POLICY CHECKLIST

The following is a checklist of considerations to be made during the process of developing and reviewing local university staff compensation policies that implement UPS Operational Policy: TC3 – Compensation for university staff.

- Title promotions
- Title demotions
- Title appeals
- Salary components
  - Starting pay
  - Salary upon demotion
  - Merit guidelines (if merit authority granted, formerly DMCs)
  - Equity adjustments
  - Market factor adjustments
  - Temporary base adjustments
  - Counter offers
  - Salary for change in duties (without a title change)
  - Salary for retention
- Extraordinary salary ranges (if needed)
  - Rules for eligibility
  - Methodology for determining ESR
- Overload compensation
- Lump sum payments
  - Eligibility
  - Criteria for lump sum payments
- Pay plan distribution guidelines
  - Governance input
  - Eligibility criteria
  - Process