

The University of Wisconsin System

UW System Administrative Procedure



Title: 2023-25 Pay Plan Distribution Procedures

Original Issuance Date: July 1, 2019
Last Revision Date: November 28, 2022

1. Purpose of Procedures

The purpose of the UW System Administration (UWSA) 2023-25 Pay Plan Distribution Procedure is to detail UWSA's procedures and processes to distribute the State approved 2023-25 Pay Plan to UWSA staff. This update adds the distribution for the 2023-25 Pay Plan.

2. Responsible UW System Officer

Associate Vice President for Human Resources, University of Wisconsin System Human Resources (UWSHR),

3. 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: The Joint Committee on Employee Relations (JCOER) approved compensation adjustment.

Continuing Staff: Those staff who meet the institution's pay plan eligibility requirements.

4. Procedures

I. Procedure Background:

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. [UW System Administrative Policy 1278: UW System Pay Plan Distribution Framework for University Workforce](#) provides the framework for the development of the UWSA's Pay Plan distribution processes and procedures.

II. Distribution Procedure:

Per [UW System Administrative Policy 1278: UW System Pay Plan Distribution Framework for University Workforce](#), UWSA's Pay Plan distribution will be based on evidence of meritorious and/or solid performance as documented through the written performance evaluation by the supervisor. Employee performance is evaluated against the established performance expectations and duties and responsibilities listed in the job description.

III. Eligibility:

- A. UWSA Academic Staff, Limited Appointees, University Staff, and University Staff Project Employees who have been employed with UW-System for a minimum of six (6) months prior to the effective date of the Pay Plan are eligible for Pay Plan consideration.
 - 1. If the employment eligibility date falls on an observed holiday date (e.g., January 1), the employment eligibility date will be the next regular business day (e.g., January 2).
 - 2. Except as identified above, employees with less than six (6) months of employment are not eligible for consideration for a Pay Plan adjustment.
- B. Temporary University Staff, Graduate Assistants, Student Hourly employees, and staff paid via the lump sum method are not eligible for consideration.
- C. Employees on a Performance Improvement Plan (PIP) on the effective date of the Pay Plan are not eligible for consideration.
- D. Additional Eligibility Requirements for Staff.

Staff must meet all the following criteria:

- 1. Must have a completed satisfactory performance evaluation on file and verified by supervisor via the most recent review (probationary or annual review).
 - a. A satisfactory performance rating meets the criteria for meritorious or solid performance.
 - b. Probationary review forms can be obtained from UWSHR.
 - c. If a person's performance has significantly changed since the prior performance evaluation, the supervisor should work with the UW System Human Resources to review the rationale for the proposed revision.
 - d. Employees who do not have an evaluation due date prior to pay plan and who are not on a performance improvement plan are deemed to have satisfactory performance.
- 2. Must have completed all mandatory training:
 - a. Preventing Sexual Harassment and Violence
 - b. Information Security Awareness
 - c. Mandated Reporter
- 3. Limited Appointees and Academic Staff must have completed annual Outside Activities Reporting. University Staff must report Outside Activities as they occur.
- 4. For a supervisor to be eligible, the supervisor must have completed all performance evaluations for direct reports.

IV. Determination of Pay Plan Adjustment

- A. Those staff determined eligible, based on the criteria detailed above, will receive a percentage increase up to the amount approved by JCOER for the 2023-25 Pay Plan.
- B. Pay Plan Adjustment will be effective on the effective date provided by JCOER.

V. Other Considerations

Staff on leaves of absence will receive Pay Plan adjustments assuming eligibility criteria are met and provided performance was satisfactory prior to the commencement of leave.

VI. Staff Notification

Staff will be notified in writing of their individual 2023-25 Pay Plan adjustment following implementation date established by JCOER.

5. Related Documents

[Wis. Stat. § 230.12 \(3\)\(e\)](#)

[UW System Administrative Policy 1278: UW System Pay Plan Distribution Framework for University Workforce](#)

[UWSA Performance Management](#)

6. History

Governance Review and Approval:

Academic Staff Committee, 09/04/2019

University Staff Council, 08/12/2019

Reviewed and approved by President and VP, Finance and Administration, 7/14/2023

Revised and approved by the President, 7/17/23

Procedure Revisions:

November 20, 2019 (technical updates to refer to new SYS policy numbering)

December 1, 2020 (Update to include 2021 distribution)

December 21, 2021 (Updated to include 2022 distribution)

November 28, 2022 (Updated to include 2023 distribution)

July 17, 2023 (Updated to include 2023-2025 distribution)
