

COMPENSATION POLICY AND PAY PLAN DISTRIBUTION GUIDELINES

Presented by the Office of Human Resources and
Workforce Diversity

February 2018

Overview

- Compensation Policy Background and Policy Update
- UW-Green Bay Compensation and Pay Plan Policy
- Pay Plan Background
- UPS Operational Policy TC 4
- Proposed 2018-19 Pay Plan
- 2018-19 Pay Plan Implementation Timeline
- UW-Green Bay Pay Plan Guidelines
- Summary

Compensation Policy Background

- Wis. Stat. § 36.115
 - Authorized and directed UWS development of new personnel system effective July 1, 2015.
 - University Personnel System (UPS) implemented July 1, 2015.
 - UPS OP TC3: Compensation
 - UW-Green Bay Compensation and Pay Plan Policy created and approved by Chancellor Miller December 5, 2017

UW- Green Bay Compensation and Pay Plan Policy

- Contains policy on the following areas of compensation:
 - Starting Pay
 - Extraordinary Salary Ranges
 - Movement, Promotion and Demotion Pay
 - Base Adjustments
 - Non-merit adjustments
 - Merit adjustments
 - Pay Plan
 - Overload Payments
 - Summer Payments (Academic Year appointments)
 - Additional Pay Components (non-exempt)
 - Licenses and Certifications

Position & Compensation Review Committee

- Chancellor appointed committee responsible for managing position control and ensuring consistent application of policies surrounding titling, compensation and other related pay and benefit programs or actions.
 - Vice Chancellor for Business & Finance (chair)
 - Provost and Vice Chancellor for Academic Affairs
 - Vice Chancellor for University Advancement
 - Vice Chancellor for Student Affairs & Campus Climate
 - HR Representative (ex officio)
- Meets weekly to review requests
- Human Resources sends out notification of PCRC decisions

Non-Pay Plan Base Adjustment Guidelines

- Consistent with prior practice any Base Rate Adjustment requests must be submitted for approval through the current campus procedure.
- Currently, any requests related to competitive factors or merit (in addition to or outside of pay plan) are not being considered. Exceptions may be made for structural changes within a division or unit resulting in a change in duties or supervision.
- Regardless, an employee must have acceptable level of performance through an up-to-date documented performance evaluation and completion of all required compliance trainings to be eligible for any increase in pay.

Overload Payments

- Approvals for all overload payments must be obtained from Chair/Director, and the Dean/Division Head prior to the start date of the overload service
- Overload payments for non-instructional assignments will require review and approval by Area Leader and PCRC
- Overload compensation may not exceed the higher of either 20% of the employee's base salary, or \$18,000 unless explicit exception granted by the Area Leader and PCRC
- The limit is calculated on a fiscal year basis and does include J-term appointments

Summer Payments for Academic Year Appointments

- Approvals for all summer payments must be obtained from Chair/Director and Dean/Division Head prior to the starting date of the contracted work
- Summer payments should not exceed 2/9^{ths} of the academic year salary, unless an explicit exception is granted by the Provost

Pay Plan Background

Wis. Stat. § 230.12(3)(e)

- The Board of Regents does not have authority to approve a pay plan. Must be recommended to the Legislature's Joint Committee on Employment Relations (JCOER), and they have final authority for approval.

UPS Operational Policy TC 4: 2017-2019 UW System Pay Plan Distribution Guidelines

- Provides Chancellors with guidance on the distribution of the approved pay plan for the university workforce.
- Pay plan 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.**

UW-Green Bay Compensation and Pay Plan Policy

- Pay plan distribution will be based upon guidelines within this policy.

What is the Proposed Pay Plan?

- **Proposed** pay plan: UW-Green Bay will distribute 4% for FY2018-19.
- Employees will see pay plan adjustments in two 2% installments (see schedule on next slide).
- Pay plan determinations will be for the total pay plan percentage.
- **Joint Committee on Employee Relations (JCOER)** has not met to approve the proposed pay plan – meeting scheduled for February 14, 2018.

Proposed Pay Plan Installment Schedule

Employees	First Installment Salary Adjustment Effective Dates*	Second Installment Salary Adjustment Effective Dates*
12-month staff paid monthly	July 1, 2018	January 2019
9-month staff paid monthly	August 20, 2018	January 2019
12-month staff paid biweekly	June 24, 2018	Beginning of the biweekly pay period that includes January 1, 2019

*Final effective dates will be determined by JCOER. Effective dates do not represent when employees will see the pay plan increase in their paychecks.

UW- Green Bay Pay Plan Guidelines

- Chancellor discretionary %
 - UW System and UW-Green Bay policy states 15%
 - For FY2018-2019 Pay Plan Chancellor Miller will not take discretionary %
- Eligibility: Faculty, Academic Staff, Limited, University Staff, and University Staff Project in ongoing positions with a budgeted FTE of 50% or greater.
- Employees must have been hired **in an eligible position** prior to December 31, 2017 to be eligible for the pay plan. Exceptions may be made at the discretion of the Chancellor only
- Ineligible Employees
 - Employees paid from provisional, non-budgeted salary lines will not be eligible for pay plan.
 - Includes: Adjunct Instructors, Associate Lecturers, University Staff Temporary, Academic Staff Fixed-Term Terminal, ongoing appointments <50%

UW-Green Bay Pay Plan Guidelines

- Ineligible Employees, cont.
 - Employees represented by a collective bargaining agreement (CBA). Respective pay increases for pay plan will be negotiated separately through the CBA.
 - Employees currently under a performance improvement plan.
 - Employees deemed “unsatisfactory” or “does not meet expectations” in overall level of performance on most recent performance evaluation.
 - Employees hired after December 31, 2017 (unless explicit exception granted by the Chancellor).
 - Supervisors who do not have up to date documented performance evaluations on file for all direct reports.
 - **Employees who have not completed required campus compliance training.**

UW-Green Bay Pay Plan Guidelines

- Employees deemed “unsatisfactory” or “does not meet expectations” in overall level of performance on their most **recent, recorded** employee review.
 - Determined by the most recent performance review:
 - Academic Staff/Limited: 2016-2017 Fiscal Year Review (submitted August 2017)
 - University Staff: 2017 Calendar Year Review (due March 2018)
 - Faculty: Based upon most recently submitted Merit review (from this year or last).
- **Must be into the appropriate office (HR for AS/US, Provost Office for FA) by Friday, June 15, 2018.**

Required Compliance Trainings

- Everfi/LawRoom trainings:
 - Introduced in Winter, 2018:
 - FERPA Basics
 - Touchstone: Tools for an Ethical Workplace
 - Protect Children (EDU-WI)
 - Injury and Illness Prevention (EDU)
 - Introduced in Spring, 2017:
 - Preventing Harassment and Sexual Violence (if you are a supervisor the course will be titled “Supervisor Anti-Harassment and Title IX”)
 - Checkpoint: Data Security & Privacy
- Other compliance trainings:
 - Clery CSA Training (only required if designated as a Campus Security Authority – training on the [Office of Public Safety web site](#)).

Faculty and staff must complete all required compliance trainings by Friday, June 15, 2018 in order to be eligible for a proposed FY 2018-2019 pay plan.

Summary

- Pay plan adjustments must be based on solid (satisfactory) performance/merit.
- Institutions need to determine eligibility and pay plan determination processes.
- Proposed pay plan is 4% paid in two installments.
- Pay plan determinations will be for the total pay plan percentage.
- Employees must have all required trainings completed in order to be eligible for pay plan.
- **Joint Committee on Employee Relations (JCOER) has not met to approve the proposed pay plan – meeting scheduled for February 14, 2018.**

References

- Regent Policy Document 20-21: University Personnel Systems
- UPS Operational Policy TC 4: 2017-19 UW System Pay Plan Distribution Guidelines
- UW-Green Bay Compensation and Pay Plan Policy

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Questions?