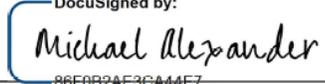




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COMPENSATION AND PAY PLAN POLICY

HR-14-17-3

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## POLICY PURPOSE

This document presents policies for determining starting pay, hourly rate upon movement to a new position or job, promotional pay, and guidelines for setting the rate for temporary and project appointments. This policy also includes guidelines for pay plan, temporary base adjustments, salary adjustments during interim appointments, salary adjustments within a title, recruitment bonuses, overtime, compensatory time, and other pay components specifically created for non-exempt university staff.

## POLICY BACKGROUND

Wisconsin Statute [Chapter 36](#) outlines the basic authority of the Board of Regents to set salaries. [Wis. Stat. § 36.115](#) authorized the Board of Regents to establish and adjust salary ranges for all UW System employees.

For full policy background, refer to [SYS 1277, Compensation](#).



## DEFINITIONS

For a full list of general terms and definitions, please see [SYS 1225, General Terms and Definitions](#).

**Academic Staff:** Professional and administrative personnel with duties and appointment types that are primarily associated with higher education institutions or their administration but does not include faculty or university staff.

**Compensatory time:** Time off the job earned and accrued by a non-exempt employee in lieu of immediate cash payment for overtime.

**Demotion:** Any downward movement of a position/title to a lower salary grade based upon changes in a position's responsibility.

**Faculty:** Persons who hold the rank of professor, associate professor, assistant professor, or instructor in an academic department or its functional equivalent in an institution, persons described under [Wis. Stat. § 36.13\(4\)\(c\)](#) and such academic staff as may be designated by the chancellor and faculty of the institution.

**Full Time Equivalence (FTE):** The amount of hours budgeted for a position. A position budgeted for 80 hours in a bi-weekly pay period would be 1 FTE; a position budgeted for 40 hours in a bi-weekly pay period would be .5 FTE.

**Institution Base Funds:** Institutional funds that are part of its budget; not part of Board of Regents pay plan funds.

**Limited Appointment:** An appointment to a designated administrative position, the holder of which serves at the pleasure of the authorized official who made the appointment. Certain positions must be designated as limited appointments under [Wis. Stat. § 36.17\(2\)](#), while others may be designated by the appointing authority as limited appointments at the time of the appointment.

**Overtime:** Any hours worked over forty (40) in a work week by an FLSA non-exempt (hourly) employee.

**Premium Rate:** The regular hourly rate plus 0.5 times the regular rate paid to a non-exempt (hourly) employee.

**Regular Rate:** The average hourly rate actually paid the non-exempt employee for all hours worked in the workweek or work period, including all remuneration for employment paid to, or on behalf of, the employee, except any payments specifically excluded from the calculation of the regular rate under the FLSA and related federal regulations.

**Standard of Performance:** (as noted in [SYS 1278, UW System Pay Plan Distribution Framework for University Workforce](#) for purposes of compensation adjustment eligibility): employees who meet or exceed overall expectations for a sustained period of time as documented through a current performance evaluation.



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**University Staff:** The university workforce who contribute in a broad array of positions in support of the University's mission and are not exempt (hourly) from the overtime provisions of the Fair Labor Standards Act (FLSA).

**Work Hours:** Work time as directed by the appointing authority during which an employee must be on duty and/or at a prescribed place of work.

## POSITION/BUDGET CONTROL AUTHORITY

The Cabinet members (in consultation with HR and the Budget Office) are responsible for managing position control and ensuring the consistent application of policies surrounding titling, compensation, FTE and other related pay and benefit programs or actions.

All position and compensation decisions are subject to final approval by the Chancellor.

## COMPENSATION CATEGORIES

There are eight broad compensation categories: A, B, C, D, E, F, G, and H. These categories address the compensation needs and practices of the seven employee categories described in [SYS 1251, Appointment Terms and Designations of Positions](#). For a description of each compensation category, please see [SYS 1277, Compensation](#).

## POLICY

### A. STARTING PAY

Starting pay rates for all appointments will be established within the approved UW System pay range for the [position title](#). UW System pay ranges will serve as a starting point for setting pay rates. Further analysis will be done prior to position approval, including a review of current employee pay rates, market data and comparison to other UW System comprehensive campuses and local competitors.

If requesting an adjustment to the approved salary range, the hiring authority will be required to obtain additional approval through the area leader (who will consult with HR and Budget). If the maximum of the approved salary range was posted in the job advertisement without exception language, a higher salary may not be offered without reposting the position.

### B. UNIVERSITY STAFF TEMPORARY EMPLOYMENT

- i. University staff temporary employees must be paid at least the state or federal minimum wage, whichever is greater, unless a lower wage is authorized pursuant to [Section 14 of the Fair Labor Standards Act](#) and [Wis. Stat. § 104.07](#). The salary of a university staff temporary employee may not



exceed the established pay range maxima for the title assigned. The rate determination should take into consideration the pay of similar university staff who have an expectation of continued employment.

- ii. University staff temporary employees are all non-exempt from the FLSA and must be paid for hours worked and at the premium rate for all hours worked over 40 in a workweek (or 80 hours in a pay period for law enforcement officers). Compensatory time credits may not be provided in lieu of overtime payment to a university staff temporary employee.
- iii. University staff temporary employees may receive the supplemental pay identified in the Additional Pay Components for FLSA Non-exempt University Staff section of this policy.

See [SYS 1256, University Staff Temporary & Project Appointments](#) for more information.

## C. CRAFTS WORKERS

See [SYS 1238, Crafts Workers](#) for the compensation structure for Crafts Workers.

## D. TEMPORARY INSTRUCTIONAL STAFF

UW-Green Bay maintains [Payment Guidelines for Temporary Instructional Staff](#) who do not currently hold an ongoing full or part-time position at UW-Green Bay.

## E. GRADUATE STUDENT ASSISTANTS

Minimum compensation rates for all graduate student assistantships will be established and reviewed by the Office of Graduate Studies annually and upon implementation of a board of regents approved pay plan.

## F. EXTRAORDINARY PAY RANGES (ESR)

Although the salary range structure is designed to accommodate general market demands, there are significant market conditions for certain positions that require an extraordinary salary range in order to address documented recruitment and retention.

[Regent Resolution #9950](#) provides the UW Chancellors the delegated authority to establish extraordinary salary ranges (ESR) when the salary range assigned to the title does not adequately address the market conditions and affects recruitment and retention needs. The extraordinary salary range should be based on salaries paid for comparable positions in the external market. All requests for ESR's are subject to approval of the appointing authority and the Chancellor. Human Resources coordinates the process for ESR requests and will maintain the records for all approved ESR positions. For further instruction on the process for creating an ESR, see [SYS 1277.A, Compensation: Extraordinary Salary Ranges](#).



## G. MOVEMENT

### i. Faculty Movement to and from an Academic Staff or Limited Appointment

Faculty members who assume an administrative position for more than 50% time must be compensated at the appropriate administrative salary range proportionate to their administrative effort for that position, and the salary for such appointment shall be within the salary range limits, if applicable.

Ranked faculty members who leave an administrative position to return to a faculty position will be compensated at a salary rate consistent with other faculty of the same rank in the department, taking into consideration years of service, previous salary, length of time serving as an administrator and other factors normally considered when setting faculty salaries.

[Regent Resolution #9058](#) directs that limited appointees returning to the faculty from an administrative position, who are provided with transition time for teaching preparation must develop the equivalent of a sabbatical proposal clearly outlining the work to be accomplished during the transition time and a report of work accomplished during the transition period. The transition period should be no longer than one academic semester unless the person has served in a limited position for five or more years, whereby two academic semesters may be allowed. UW System approval of the transition plan is not required. However, the transition plan and subsequent report of work accomplished should be maintained in the institution's files and be available if there should be an audit of compliance with this policy.

### ii. Academic Staff Movement to and from a Limited Appointment

An academic staff member who assumes a limited appointment for 50% or more time must be compensated at the appropriate administrative salary range proportionate to their administrative effort for that position, and the salary for such appointment shall be within the salary range limits of the assigned position. When an academic staff member leaves a limited position and the concurrent academic staff appointment does not specify a title and salary range, the title and salary range shall be determined based on the functions to be performed in the academic staff appointment, and the salary upon return to an academic staff position shall be established within the salary range limits.

### iii. Salary Rate upon Movement to a new position or job (occurs via recruitment)

The base pay may be set at any rate that is not less than the minimum of the applicable pay range and not greater than the maximum approved by the Area Leader (and Vice Chancellors/Chancellor as appropriate). If requesting an adjustment to the approved salary range, the hiring authority will be



required to obtain additional approval through the area leader (who will consult with HR and Budget). If the maximum of the approved salary range was posted in the job advertisement, a higher salary may not be offered without reposting the position.

#### iv. Acting or Interim Appointments

Administrators serve at the executive/policy making level so it is extremely important for an acting appointee to maintain leadership continuity during a temporary leave of absence or during the recruitment process. The salary offered to an individual to serve on an acting or interim basis can be an important factor in securing the temporary services of a highly qualified person.

Salaries for acting and interim positions will be set, to the extent possible, to prevent inequities with comparable positions within and between institutions in the UW System. When an employee is appointed to an interim or acting position and expected to assume the role for greater than 50% of the time, employees will be placed on a leave of absence from their primary role and given an interim title/position.

When a permanent appointment is made, the acting or interim appointee can be expected to return to their former position at a salary consistent with the prior salary, plus any increases that would have been received during the interim position.

## H. PROMOTIONAL PAY

i. Guidelines for Academic Staff, University Staff and Limited Promotional Pay (via Title Change or Career Progression) can be found in the [Title Review Policy](#).

ii. Faculty and Instructional Academic Staff Promotional Pay

a. Faculty and instructional academic staff promotions must be funded with available base dollars. Lack of departmental funding should not preclude submission of a promotion. Department leaders must work with divisional budget leaders to identify and secure funding for these base adjustments. Promotion rates are established annually by the Chancellor and Cabinet-level leadership. Increases to these rates will generally be based upon the proposed pay plan submitted by the budget office and this amount will not be modified if awarded pay plan differs from the approved biennial budget.

## I. SALARY ADJUSTMENTS OUTSIDE OF THE STATE APPROVED PAY PLAN

Salary adjustments must be funded with available base dollars. All adjustments shall be submitted on a [Base Rate Adjustment Request](#). Adjustments are subject to the minimum and maximum of the applicable



pay range. Additional guidance regarding institutional administration of compensation adjustments can be found in the UW-Green Bay [Compensation Philosophy & Salary Administration Guidelines](#).

The provisions in this section of the policy do not apply to temporary instructional employees, interns, interim, acting appointments or employees with a temporary base adjustment, graduate assistants, student hourly, or employees on an approved leave of absence.

## i. Eligibility

In accordance with [SYS 1254, Performance Management](#), in order to be eligible for salary adjustments, employees must meet the institutional standard of performance (meets or exceeds expectations) as documented through a current performance evaluation. Specific documentation requirements for each type of adjustment are provided in the [Base Rate Adjustment Request Guidelines](#).

### a. Ineligible Employees

1. Employees represented by a collective bargaining agreement (CBA). Respective pay increases will be negotiated separately through the CBA.
2. Employees currently under a performance improvement plan.
3. Employees with performance which does not meet the institutional standard of performance in their most recent performance evaluation.
4. Employees who have not completed required campus compliance training. A full list of required trainings can be found on the [Required Online Training website](#).
5. Faculty, Academic Staff, and Limited employees without a current Outside Activities Report (OAR) form on file.
6. Supervisors who do not have up to date, documented performance evaluations on file and submitted OAR forms approved for all direct reports.

## ii. Non-Merit Adjustments

- a. Change in Duties: If there is a substantive change in the duties and responsibilities of a filled position that does not result in a title change.
- b. Outside Offer: This adjustment reflects a salary increase necessary to retain a person who has received an outside offer of employment (with comparable duties and responsibilities) at a rate higher than their existing rate.
- c. Adjustment for Retention: This adjustment may be used when the employing department is aware that the employee is actively seeking other employment and the resultant loss of the



employee's knowledge and experience would be a detriment to the department, division, or university.

- d. Competitive Factors: Adjustments may be made in response to competitive market factors or compensation analysis data provided for a comparable role.
- e. Equity Adjustment: Adjustment used to address pay disparities relative to protected statuses (e.g. gender, race, age, etc.)
- f. Parity Adjustment: Adjustment used for significant pay compression or to provide equal pay for equal duties when employee's salary has been determined to be lower than other employees performing similar duties at the same level of proficiency with comparable years of experience and education. Group parity adjustment cannot be requested to correct compensation differences which have resulted from either the department's distribution of past merit plan increases or base adjustments made in response to competitive factors.
- g. Temporary Change in Duties: Adjustments may be made when an employee assumes an additional temporary assignment of non-recurring short-term responsibilities which are reasonably related to their ongoing position. A temporary change in duties adjustment may also be made when an employee is appointed to an interim or acting position and expected to assume the job duties of the interim role for less than 50% of the time. Temporary base adjustments are not overload payments, although unique exceptions may be made to compensate via overload rather than temporary base rate adjustment at the discretion of the Vice Chancellor or Chancellor.

### iii. Merit Adjustments

[Wis. Stat. § 36.115\(2\)](#) granted to the Board of Regents on July 1, 2015 provided the authority for creation of a personnel system that included compensation structures and tools that reflect market, performance, equity and cost of living. Under this authority, merit adjustments allow for recognition of an employee's meritorious service and can be paid as an increase to base rate or a one-time lump payment. Per [SYS 1277.B, Compensation: Merit Pay](#), employees must be continuously employed by the institution for at least six (6) months prior to the effective date of the merit increase.

- a. Performance: Adjustments that allow for recognition of an employee's meritorious performance. Merit criteria/factors to consider include but are not limited to:
  - a. Length or frequency of outstanding performance



- b. Overall significance or importance of the employee's work products to the goals and mission of the organization
- c. Regularity with which the outstanding performance or unique contribution is demonstrated (e.g., an employee who routinely demonstrates exceptional performance and performs special projects on an ongoing basis, as compared to an employee who completes a one-time special project)
- d. Whether the employee has acquired additional competencies (e.g., educational attainment, certifications, etc.), which are both specialized and critical in carrying out the permanent functions of the position

## **J. DEMOTION**

- i. Upon downward movement of salary grade/range an individual's salary may be adjusted to meet the updated range and position responsibilities.
- ii. The base pay rate may be set at any rate that is not less than the minimum of the applicable pay range and not greater than the maximum.
- iii. If the employee's salary before demotion is above the maximum of the new salary range, it must be reduced to no more than the new pay range maximum.
- iv. Factors to be considered in determining the new salary rate are the employees experience, qualifications, performance as measured by past performance evaluations, and new duties and responsibilities.

## **K. BOARD OF REGENTS APPROVED PAY PLAN**

- i. Methods of pay plan distribution within the university will be conducted in accordance with [SYS 1278, UW System Pay Plan Distribution Framework for University Workforce](#) and based on the method of allocation to the university. For example, if the pay plan allocation to the university is phased, all distributions of pay plan dollars will likewise be phased.
- ii. Divisions are required to identify and allocate salary dollars for all other base-budget salary increases. UW System salary range minimums may increase based on Board of Regents approved pay plans. Areas are responsible for identifying and allocating salary dollars for increases required by new minimums and changes in those minimums due to pay plan.
- iii. Changes to Pay Plan guidelines (as documented within this policy) are provided to shared governance consistent with the procedures established in [GB-50-16-1: Policy Making](#).
- iv. 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



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university workforce for innovative and/or collaborative program delivery, and/or exceptional performance in support of institution goals; and/or to correct pay inequities. To be eligible for the 15% Chancellors' discretionary award, staff must meet all eligibility as outlined below.

## v. Eligibility

Faculty, Academic Staff, Limited, University Staff, and University Staff Project employees active on the date of implementation in ongoing positions with a budgeted FTE of greater than 50% will be eligible for pay plan.

In accordance with [SYS 1278, UW System Pay Plan Distribution Framework for University Workforce](#) and [SYS 1254, Performance Management](#), in order to be eligible for pay plan, employees must have met the institutional standard of performance (meets or exceeds expectations) as documented through a current performance evaluation. New employees who have not yet had an evaluation are deemed to be performing at a satisfactory level, unless there is a documented performance concern.

### a. Ineligible Employees

1. Employees paid from provisional, non-budgeted salary lines will not be eligible for pay plan. This includes all temporary employees (aside from University Staff Project Appointments), and positions less than 50% FTE.
2. Employees represented by a collective bargaining agreement (CBA). Respective pay increases for pay plan will be negotiated separately through the CBA.
3. Employees currently under a performance improvement plan.
4. Employees with performance which does not meet the institutional standard of performance in their most recent performance evaluation (or as documented by the supervisor if a new employee and an evaluation has not yet been required).
5. Employees who have not completed required compliance training by the deadline dates as outlined in [SYS 1293, Mandatory Employee Training](#). A full list of required trainings can be found on the [Required Online Training website](#).
6. Faculty, Academic Staff, and Limited employees without a current Outside Activities Report (OAR) form on file.
7. Supervisors who do not have up to date, documented performance evaluations on file and submitted OAR forms approved for all direct reports by the communicated deadline date.

## L. OVERLOAD PAYMENTS

### i. General Policy



In accordance with [SYS 1277, Compensation](#), the salary received by full-time faculty, FLSA exempt academic and university staff, and limited appointees is considered to be full compensation for all work during the period of appointment. These employee groups are exempt from the FLSA provisions and expected to expend the total effort necessary to complete their assignments without additional compensation. In general, other options should be considered before overload payments are granted. The appointing authority may approve increased compensation in the form of an overload payment in cases where a temporary assignment is undertaken.

## ii. Overload Considerations

### a. Faculty and Instructional Academic Staff

1. Courses taught during the academic year. Employees may receive overload payments for teaching courses scheduled during the academic year when the addition of the course(s) results in a teaching load that exceeds the employee's contractual teaching load for the academic year.
2. Inter-institutional instructional consulting or technical service. Sharing of expertise among UW institutions is considered an expectation as part of their full-time employment. Where the need for inter-institutional service is in addition to a full time appointment at the home institution and is short-term in nature, an [inter-institutional overload](#) may be initiated.
3. Off-campus credit instruction. When taught by full-time faculty members during their appointment period, off-campus courses generally should be considered part of an individual's full-time teaching load. In order to maintain flexibility in the use of instructional funds or to adapt off-campus offerings to rapidly changing needs; however, overload payments may be requested, subject to the approval of the chair of the faculty member's budget unit, the appropriate Dean, and the Provost and Vice Chancellor for Academic Affairs (or designee).
4. Non-credit continuing education and public service programs. The University of Wisconsin System commits itself to respond to the continuing education and public service needs of Wisconsin residents. To the extent that these needs can be anticipated for any regular budget period, budget arrangements should be developed to structure such assignments as part of the regular load of full-time faculty members. If these assignments have not been anticipated, or cannot be accommodated in the regular load, overload payments may be authorized according to the policy and limits established in accord with this policy document.



b. Non-Instructional Academic Staff and Limited Appointments

1. Overload payment for an exempt academic staff or limited appointment may be appropriate and approved according to the following principles:

- i. The overload work is separate and distinct from any and all job functions as outlined in the employee's position description.
- ii. The supervisor, division head, and area leadership have explored options and concluded that this is an option of last resort.
- iii. It is established that an employee cannot reasonably be expected to do the work in question during the normal work week. Documentation will be required to demonstrate that the extra work will be performed at times separate and distinct from the employee's regular full-time responsibilities.
- iv. The task requires specialized expertise that is not otherwise available.
- v. The magnitude of the work cannot be accommodated by flexible work schedules.
- vi. The overload is formally approved by the Area Leader (in consultation with HR and Budget) and before the work for overload pay is undertaken.

2. Exempt academic staff and limited appointments may accept and be compensated for occasional instructional assignments that are outside of and in addition to their assigned positions. The Chancellor or designee has the ability to deny an overload payment for instructional assignments for executive-level leadership positions.

iii. Overload Payment Limitations

Approvals for all overload payments must be obtained from Chair/Director, and the Dean/Division Head prior to the starting date of the overload service. Overload payments for non-instructional employees will also require review and approval by the Area Leader in consultation with HR and Budget.

Exceptions will be made only for the most extraordinary circumstances (such as sudden illness, death, or other circumstances that could not have been anticipated).

Overload compensation may not exceed the higher of either 20 percent (20%) of the employee's academic (c-basis/9 month) or annual (a-basis/12 month) base salary (not including any individual temporary base increases that may be in effect) or \$18,000 unless the Provost determines that good cause exists to exceed this threshold and issues an exception in writing. Due to the nature of J-term, faculty teaching during this period who exceed the academic year overload compensation limits will



receive special consideration. J-term and travel courses offered during the 9-month academic year may alternatively be taught as part of faculty credit load, per the normal course assignment process.

The statutory limit is calculated on a fiscal year basis (July 1 through June 30 of the following year). In determining whether the workload limit has been met, the controlling factor is the period when the overload assignment occurs.

Federal cost principles do not permit charging more than 100% of an individual's base salary to federal awards and/or nonfederal funds that are used as cost sharing on a federal award. The only exception to this restriction is where the arrangement has been specifically provided for in the award or approved in writing by the sponsoring federal agency. Please check with UW-Green Bay's Office of Grants and Research before submitting a request.

Temporary base salary adjustments and/or interim appointments are not considered overload payments.

Overload payments must be reasonable in terms of the original base salary and the time spent, effort involved, and level of skills required for the additional assignment. Calculation of overload payments shall be made pursuant to the methodology set forth in [SYS 230, Salary & Fringe Benefits Calculations](#) and [SYS 324, Inter-Institutional Financial Transactions](#).

Each division will be responsible for monitoring overload payments in their respective area. The Provost's Office or the Office of Human Resources & Workforce Diversity will provide the UWS Office of Academic Affairs and/or Board of Regents, upon request, a list of persons receiving overload payments.

## **M. SUMMER PAYMENTS FOR ACADEMIC YEAR APPOINTMENTS**

Approvals for all summer payments must be obtained from Chair/Director and the Dean/Division Head prior to the starting date of the contracted work. Exceptions will be made only for the most extraordinary circumstances (such as sudden illness, death, or other circumstances that could not have been anticipated).

Federal cost principles do not permit charging more than 100% of an individual's base salary to federal awards and/or nonfederal funds that are used as cost sharing on a federal award. Individuals on federal funding that are on an annual (12-month contract) will not be eligible for additional payments no matter the source of additional funding. The only exception to this restriction is where the arrangement has been specifically provided for in the award or approved in writing by the sponsoring federal agency.

Summer session/service payments are not included in overload cap policy established for the Academic Year.



i. Payment Limitations

In accordance with [SYS 1277, Compensation](#) and [SYS 230: Salary & Fringe Benefits Calculations](#) persons employed on an academic year basis shall be compensated for additional assignments during the summer session at the rate up to the equivalent of 4.5 biweekly pay periods (9 weeks) of the previous academic year's budgeted biweekly base pay rate for a full-time work load. All summer payments, whether summer session and/or summer service, are counted towards this compensation limit. Compensation received in the summer period may not in aggregate exceed 4.5 biweekly pay periods of the academic year salary of the person appointed unless an explicit exception is granted by the Chancellor or designee prior to work being performed, regardless of source of funds. However, in accordance with [SYS 230: Salary & Fringe Benefits Calculations](#), in no case can summer compensation exceed the equivalent of 6.5 biweekly pay periods (13 weeks). The following conditions apply to summer payments in excess of 4.5 biweekly pay periods:

- a. The combination of all summer session/service payments in any one year may not exceed 6.5 biweekly pay periods (13 weeks) of the previous academic year's budgeted biweekly pay rate for a full-time work load.
- b. Employees receiving 6.5 biweekly pay periods of summer service payments commit 100% of their time during the entire summer. This precludes the possibility of summer vacation time.
- c. Requests for summer session/service payments for work done during the academic year are not allowed.
- d. In determining whether a payment qualifies as a summer session/service payment, the controlling factor is the period the work is performed.

**N. ADDITIONAL PAY COMPONENTS FOR FLSA NON-EXEMPT STAFF**

i. Overtime

- a. Designation of employees as exempt or non-exempt will be decided by the Office of Human Resources in accordance with FLSA exemption rules at the time of hire or formal title review. This designation will be reviewed during each subsequent position description update that is received.
- b. Except for law enforcement officers (see below), Fair Labor Standards Act (FLSA) non-exempt employees must be paid at a premium rate or receive compensatory time credits at a rate of 1.5 hours per hour worked, for each hour worked in excess of 40 hours in a workweek. Hours worked do not include hours of paid leave.



- c. Law Enforcement officers must be paid at a premium rate or receive compensatory time credits at a rate of 1.5 hours per hour worked, for each hour worked in excess of 80 hours in a 2-week pay period.
  - d. All overtime work must be approved by the designated appointing authority or administrator in advance of the hours being worked.
  - e. Payment of overtime at a premium rate shall be paid in addition to the premium rate paid for work performed on a legal holiday during the same workweek (or pay period in the case of law enforcement officers).
- ii. Compensatory Time
- a. The FLSA provides public employers the option of providing employees with compensatory time (comp time) off in lieu of cash for overtime so long as the employee has received notice of the comp time option.
  - b. FLSA non-exempt employees and exempt employees in law enforcement are permitted to accumulate up to 80 hours of compensatory time. Comp time for FLSA non-exempt employees accrues at one and one half times for each hour worked over 40 in a week. Any hours worked by FLSA non-exempt employees that exceed the 80-hour limit shall be paid in cash at the premium rate.
  - c. Except for FLSA exempt staff in law enforcement positions, compensatory time may only be earned by FLSA exempt staff in exceptional and limited situations, and only when preapproved. When such comp time is granted, it shall accrue at the regular rate.
  - d. UW System employees must use accrued compensatory time no later than four months after the end of the calendar year in which the comp time was earned. Any comp time unused by April 30th of the following calendar year will be converted to cash payment and included in the earnings for the pay period that includes May 1.
  - e. The appointing authority has discretion to approve scheduled use of compensatory time earned in lieu of cash payment of overtime hours.
- iii. Additional Pay Components for Non-Exempt Staff
- a. Night Differential: Eighty cents (\$0.80) per hour for all hours worked between the hours of 6:00 p.m. and 6:00 a.m.
  - b. Weekend Differential: Eighty cents (\$0.80) per hour for all weekend hours worked (i.e., work hours between the hours of 12:01 a.m. on Saturday and 12:00 midnight on Sunday).



- c. Legal Holiday Premium: Compensatory time off or payment at the premium rate will be granted for hours worked on days identified as legal holidays in [SYS 1211, Personal Holiday and Legal Holiday Administration](#).
- d. Standby Pay: When an employee is required by the institution's administrators to be available for work and able to report to work in less than one hour, the employee will receive \$2.25 for each hour in standby status.
- e. Call-Back/Call-In Pay: A minimum of two hours pay is guaranteed when an employee is called back for duty or called in on the employee's day off.
- f. Calls at Home: If the Employer contacts the employee at home for the purpose of discussing job-related business, the employee shall be credited with work time for all such calls. In no case shall the employee receive less than a single one-half (1/2) hour credit per day for such calls under this section. *Examples of job-related business calls include questions regarding operation of equipment, clarification of instructions, and repair procedures. Examples of non-job-related business calls include calls made to call an employee back to work, availability for overtime and scheduling changes.*

## O. RECRUITMENT BONUS

In accordance with [SYS 1277.C, Compensation: Recruitment Bonus](#), institution base funds may be used to support lump sum payments to enhance recruitment efforts. Upon the approval of the Chancellor, a recruitment bonus may be paid in an amount up to a limit of 10% of the position's fulltime annualized salary (but no greater than \$5,000). Recruitment Bonus Programs must be developed in consultation with UW-Green Bay Human Resources.

- a. Criteria/factors to consider when establishing a recruitment bonus program may include, but are not limited to:
  - i. It is difficult to recruit candidates who possess the necessary knowledge, skills, and abilities
  - ii. A position requires specialized qualifications, not normally required for similar positions.
  - iii. A legitimate business need exists to attract candidates with more than the minimum qualifications.
  - iv. A previous recruitment failed to generate sufficient qualified candidates.
- b. Prior to implementation, the recruitment bonus program must be communicated to UW Human Resources in writing, including the job code(s) for which the program is established, criteria/factors used to determine the scope of the program, amount(s) to be paid, estimated



number of impacted new hires, and determined timeframe for payment. UW-Green Bay Human Resources will coordinate the process for notification to UW Human Resources

- c. To align with [SYS 1277.C, Compensation: Recruitment Bonus](#), requirements of a Recruitment Bonus Program will include the following factors:
  - i. There must be identified budget available.
  - ii. The recruitment bonus must be described and included in the recruitment notice/position advertisement. The advertisement must also specify when the recruitment bonus will be paid (e.g. with an employee's first paycheck, after a probationary period, etc.)
  - iii. Recruitment bonuses are only available if the applicant/employee has no full-time UWS service in the previous three (3) years. Previous employment as a student hourly, employee-in-training, or student assistant does not exclude one from eligibility.
  - iv. The employee must sign an agreement, as drafted by UW-Green Bay Human Resources, agreeing to remain in the position for at least one year from the date of hire. If the employee leaves the position prior to that time for any reason, the employee must reimburse UW-Green Bay for the entire amount of the recruitment bonus, unless the Chancellor or designee makes an exception in writing.

## P. PAYMENT OF LICENSES AND CERTIFICATIONS

As outlined in [SYS 1242, Payment of Licenses](#) and UW-Green Bay's [Educational Assistance Policy](#), unless there is clear authority in an applicable collective bargaining agreement, university payment of professional license fees is prohibited regardless of the source of funds. The salary established for employees is intended to attract and retain staff based on the education, experience, and special training required to perform the work. For some staff this includes the requirement that they have a professional license to hold a particular position. The payment of license fees to maintain professional credentials is the responsibility of the employee.

## Q. RELATED DOCUMENTS

- [SYS 1277, Compensation](#)
  - [SYS 1277.A, Compensation: Extraordinary Salary Ranges](#)
  - [SYS 1277.B, Compensation: Merit Pay](#)
  - [SYS 1277.C, Compensation: Recruitment Bonus](#)
- [SYS 1254, Performance Management](#)
- [SYS 1256, University Staff Temporary & Project Appointments](#)



# UNIVERSITY of WISCONSIN-GREEN BAY

- [SYS 1278, UW System Pay Plan Distribution Framework for University Workforce](#)
- [UW System Salary Structure](#)
- [UW-Green Bay Payment Guidelines for Temporary Instructional Staff](#)
- [UW-Green Bay Compensation Philosophy & Salary Administration Guidelines](#)