

UW-Green Bay
Pay Plan and Compensation Principles and Guidelines – Faculty & Academic Staff

Principles

1. Positions and dollars are resources of the university and they are allocated to areas based on strategic budget planning. Dollars not required for budgeted positions will be reallocated by the officers of the university.
2. Units need to fully understand their budget requirements and communicate them to area leaders.
3. Current and anticipated salary demands suggest that flexible salary dollars should be made available to area leaders whenever possible.

Guidelines

- Methods of pay plan *distribution within* the university will be based on the method of *allocation to* the university. For example, if the pay plan allocation to the campus is phased, all distributions of pay plan dollars will likewise be phased. (Note: Base budget adjustments made with existing salary dollars are not affected by these guidelines.)
- Merit will be based on the previous year's budgeted salary. Only those mid-year salary increases approved by the Chancellor and entered by the Budget staff in the merit worksheets will be included in merit calculations.
- **Chancellor's discretionary portion of pay plan:** In accordance with the Board of Regent's guidelines, the Chancellor has the discretion to use 10% of the pay plan to meet special compensation needs such as market shortfall by faculty rank, innovative, collaborative program delivery and exceptional performance in support of institutional goals. These discretionary funds will be distributed based on consultation with campus governance groups (the University Committee and Academic Staff Committee).
- **Area responsibilities:** Areas are required to identify and allocate salary dollars for all other base-budgeted salary increases. Areas are responsible for identifying and allocating salary dollars for increases required by new minimums and changes in those minimums due to pay plan.
- **Merit pools for units:** Pay plan dollars, less the chancellor discretionary portion – if used, will be distributed to the units based on eligible salaries. The units will distribute the pay plan to individuals in accordance with the Board of Regents guidelines as follows: “the compensation adjustments for faculty and academic staff shall be provided such that not less than one-third of the total compensation plan shall be distributed on the basis of merit/market and not less than one-third of the total compensation plan shall be distributed on the basis of solid performance.”

- **Unbudgeted salary dollars:** Result from new faculty and academic staff that are ineligible for the full payplan based on length of service and from individuals in the payplan allocation who are no longer employed by the university. These funds will be allocated to area leaders based on their proportional share of the pay plan. With Chancellor approval, area leaders use these dollars to resolve area salary issues and/or meet strategic objectives as established by the Chancellor. Consultation with governance groups occurs in accordance with UW System guidelines. Unbudgeted salary dollars in excess of pay plan requirements do not have to be distributed to individuals.