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| **BASE RATE ADJUSTMENT REQUEST GUIDELINES**  *Compensation and Pay Plan Policy* | | | | | | |
| Requests for salary adjustments should be submitted to the Area Leader and [Position and Compensation Review Committee](http://www.uwgb.edu/human-resources/titling-compensation/compensation/) for final review and approval. All requests must include required attachments and complete forms. | | | | | | |
| **ELIGIBLITY** | | |  |  |  |  |
| Adjustments are subject to the minimum and maximum of the applicable pay range. Compensation requests through this process do not apply to ad-hoc employees, interns, graduate assistants, student hourly, or employees on an approved leave of absence. | | | | | | |
| Employees must have documented through a current performance evaluation, an acceptable level of performance. If employee is a supervisor, they must also have up to date, documented performance evaluations on file for all direct reports. | | | | | | |
| **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 deemed “unsatisfactory” or “does not meet expectations” in some or all areas of performance.  4. Employees who have not completed required campus compliance training. | | | | | | |
| **REQUIRED ATTACHMENTS (FOR ALL REQUESTS)** | | |  |  |  |  |
| \* Current position description |  |  |  |  |  |  |
| \* Organizational chart |  |  |  |  |  |  |
| \* Justification memo including applicable analysis of effect on salary structure within the department, including effect on gender/race equity | | | | | | |
| \* Budget funding worksheet |  |  |  |  |  |  |
| **ACCEPTABLE REASONS FOR REQUEST AND ADDITIONAL REQUIRED DOCUMENTS** | | | | |  |  |
| Change in Duties (001): If there is a substantive change in the duties and responsibilities of a filled position that does not result in a title change, a salary adjustment may be requested. | | | | | | |
| Outside Offer (022): 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 his/her existing rate.  **Additional Required Attachments:  • Copy of outside offer or other evidence of the offer** | | | | | | |
| Adjustment for Retention (081): This adjustment may be used when a salary increase is necessary to retain person(s) who have not received an outside offer, but significant evidence of a serious retention problem exists, or employing department is aware of employees actively seeking other employment and the resulting loss of employee’s knowledge and experience would be a detriment to the department/division or campus. This type of adjustment will be used only to retain individuals whose expertise is highly valued, and performance must be taken into account.  **Additional Required Attachments: • evidence of a retention problem • market data showing current salary is below market (e.g., salary surveys)** | | | | | | |
| Competitive Factors (080): Adjustments may be made in response to competitive market factors or compensation study data provided in a comparable role. **Additional Required Attachments: • market data showing current salary is below market (e.g., salary surveys)** | | | | | | |
| Equity Adjustment (006): Adjustment where established labor market data identifies a need to award market adjustment in order to achieve equity with external public/private employers. Adjustment may also be 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 equity adjustment cannot be requested to correct inequities which have resulted from either the department's distribution of past merit plan increases or base adjustments made in response to competitive factors.  **Additional Required Attachments: • market data showing existing staff salaries are below market** | | | | | | |
| Temporary Change in Duties (025): Adjustment to reflect a rate increase for a temporary assignment such as an acting position while recruiting for a permanent position, unanticipated assignments of an unusual, short-term or non-recurring nature, or temporary administrative assignment (e.g., chair). | | | | | | |
| Performance (091): Adjustments that allow for recognition of employees superior or meritorious performance. Relevant factors should include- length of superior performance, regularity with which outstanding contributions demonstrated, overall significance of employee’s work to department, division or campus and/or additional competencies gained determined to be critical and/or specialized in carrying out permanent functions of the position. | | | | | | |

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| **BASE RATE ADJUSTMENT REQUEST** | | | | | | | | | | | | | | | | | | | | |
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| **EMPLOYEE INFORMATION** | | | | | |  | |  | | | | |  | | | |  | | |  |
| Employee Name: | | |  | | | | |  | Supervisor Name: | | | | |  | | | | | | |
| Employee ID: | | |  | | | | |  | Department: | | | | |  | | | | | | |
|  | | |  | | |  | |  | | | | |  | | | |  | | |  |
| **POSITION INFORMATION** | | | | | |  | |  | | | | |  | | | |  | | |  |
| UW System Title: | | |  | | | | |  | Working Title: | | | | |  | | | | | | |
| FTE %: | | |  | | | | |  | | | | |  | | | | | | |  |
|  | | |  | | | | |  | | | | |  | | | | | | |  |
| **REQUEST INFORMATION** | | | | | | | | | | | | | | | | | | | | |
| Reason: | | |  | | | | |  | | | | | Requested Effective Date: | | | | |  | | |
| Type of Request: | | |  | | | | |  | | | | | Requested End Date (if temporary): | | | | |  | | |
| (if lump sum) Amount: | | |  | | | | |  | | | | |  | | | | | | |  |
| Current Rate ($) : | |  | |  | (basis) | | Proposed Rate ($) : | | | | |  | | |  | | | | (basis) | |
|  | | |  | | | | |  | | | | |  | | | | | | |  |
| **PROPOSED FUNDING** | | | | | | | | | | | | | | | | | | | | |
| **Fund** | | | **Dept. ID** | | | | | **Program** | | **Project** | | | | | | **Funding %** (must equal 100%) | | | | |
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| **ELIGIBILITY** | | |  | | |  | |  | | | | |  | | | |  | | |  |
|  | Employee received performance evaluation within last 12 months and performance has been at or above expectations | | | | | | | | | | | | | | | | | | | |
|  | Employee is a supervisor and has completed required performance evaluations for all subordinates *or*  employee is not a supervisor | | | | | | | | | | | | | | | | | | | |
|  | Employee has completed required campus compliance trainings | | | | | | | | | | | | | | | | | | | |
| **REVIEW AND APPROVAL SIGNATURES** | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | |  | |  | | | | |  | | | |  | | |  |
| *Dean/Division Head* | | | | | |  | |  | | | | |  | | | | *Date* | | |  |
|  | | |  | | |  | |  | | | | |  | | | |  | | |  |
| *Area Leader* | | |  | | |  | |  | | | | |  | | | | *Date* | | |  |
|  | | |  | | |  | |  | | | | |  | | | |  | | |  |
| *Human Resources* | | |  | | |  | |  | | | | |  | | | | *Date* | | |  |
|  | | |  | | |  | |  | | | | |  | | | |  | | |  |
| *Chair, Position Review Committee* | | | | | |  | |  | | | | |  | | | | *Date* | | |  |
|  | | |  | | |  | |  | | | | |  | | | |  | | |  |
| *Chancellor (n/a for temporary base rate adjustments)* | | | | | | | |  | | | | |  | | | | *Date* | | |  |
|  | | |  | | |  | |  | | | | |  | | | |  | | |  |
| **ROUTING: FORWARD TO HUMAN RESOURCES** | | | | | | | | | | | | | | | | | | | | |
| **HR USE ONLY:** | | | | | | | | | | | | | | | | | | | | |
| Acceptable level of performance based upon most recent performance evaluations  Unacceptable level of performance based upon most recent performance evaluations | | | | | | | | | | | Employee has completed required compliance trainings | | | | | | | | | |