

Pay Tools Portfolio 2016: Key Points

As members of the academic staff we are a community of accomplished individuals, and employees justifiably want to be acknowledged and paid fairly for their achievements. The university has indicated that it will continue to compete to recruit, develop, and retain talent in a competitive market, and morale matters. Therefore, we must be mindful of market and equity and build pay tools beyond the minimal pay plans of recent years.

This document is intended for academic staff members and their supervisors to serve as a resource in discussions regarding compensation. The university's compensation structure is often complicated, and we strongly encourage employees to work through their local or campus HR contact on implementation strategies.

Here are a few key points to consider:

- 1) Divisions across campus may have regular intervals or implementation policies regarding compensation adjustments. We advise staff to be familiar with their unit's policies and procedures.
- 2) Campus initiatives such as the Discretionary Compensation Fund (DCF) allocate funding for compensation adjustments during specific times of the year to reward performance and address market concerns.
- 3) We encourage supervisors and units to be transparent in their process to facilitate an open discussion.
- 4) The options in the pay tool portfolio are available to all academic staff regardless of how your position is funded.
- 5) If you are at the top of your salary range your Division can request an Extraordinary Salary Range (ESR) based on market data. Such requests must be approved by the Office of Human Resources.
- 6) Some positions require the completion of a Position Questionnaire (PQ) to move between levels. Check with your supervisor or HR to see if this applies to your position.
- 7) For a temporary increase in duties of significant nature (*e.g.*, project or leadership role) a unit can submit a "temporary base adjustment" (TBA) for limited period of time to recognize the increase in responsibilities.
- 8) Increased job security is another option available to staff and can be discussed with your supervisor. (*e.g.*, Rolling Horizon, Indefinite Appt.)

Resources:

- a) Academic Staff Policies and Procedures (ASPP) (<http://acstaff.wisc.edu/resources/policies-and-procedures>)
- b) Campus policies regarding rate/title adjustments (<https://kb.wisc.edu/ohr/policies/page.php?id=53004>)
- c) Criteria for Prefix Guidelines (<http://www.ohr.wisc.edu/polproced/UTG/CritPrefixScopLevl.html>)
- d) Distinguished Prefix Guidelines (<http://acstaff.wisc.edu/personnel/distinguished-prefix>)
- e) Position Questionnaire (<https://www.ohr.wisc.edu/forms/pq.pdf>)
- f) Unclassified Salary Ranges (<http://www.ohr.wisc.edu/polproced/UTG/SalRng.html>)
- g) Unclassified Title Guidelines (<http://www.ohr.wisc.edu/polproced/UTG/AlphaTitle.html>)
- h) Job Security Guidelines (<http://www.ohr.wisc.edu/polproced/UPPP/0901.htm>)
- i) Total Compensation Estimator <https://www.wisconsin.edu/ohrwd/benefits/totalcomp/>

Pay Tools Portfolio 2015-2016

Type of Salary Increment	Division/Campus Approval Level	Tool/Mechanism	Amount of Increment	Comment re: flexibility versus standardization (amount, methodology, timing).
Annual Pay Plan	School or Division/Campus	Academic Staff Merit Pool	Varies	Level of Review: low. Standardized, via Budget Office.* Requires legislative approval.
Promotion within Series	Campus Level Approval	Rate/Title Change Request	5% - 10%	Level of Review: low. Depending on title series can progress to “no-prefix” level in 1 to 2 years and achieve the “senior” level in 7+ years. Different series have different levels or may not be a progression series. (https://www.ohr.wisc.edu/polproced/UPPP/1001.pdf)
Promotion to Distinguished Level	Distinguished Prefix Review Committee & Campus Level Approval	Distinguished Packet	5% - 10%	Level of Review: very high The “distinguished” level is the highest in any series and requires a special approval process. Discuss with your HR office. Additional details can be found: (http://acstaff.wisc.edu/personnel/distinguished-prefix)
Change of Duties	Campus Level Approval	Rate/Title Change Request	5% -10%	Level of Review: medium Substantive change in the duties and responsibilities of a position. The change should be a qualitative rather than quantitative change to the duties. (https://www.ohr.wisc.edu/polproced/UPPP/1001.pdf)
Post-Progression Series Review	School or Division/Campus	Rate/Title Change Request	5%-Pay Range Maximum	Level of Review: medium-high. Spreadsheets from OHR distributed with the annual promotion review exercise will identify eligible employees. In order to receive an adjustment, employees would need to qualify for a change of duties (5-10% adjustment) or equity/market adjustment (5%-pay range maximum adjustment). Eligible: academic staff 5 years after promotion to the highest level in their series (Senior or Distinguished level). Academic staff in the Program Manager series level I, II or III are also eligible for consideration.
Performance (Outside of Pay Plan)	Campus Level Approval	Rate/Title Change Request	1% - 10%	Level of Review: medium. Campus policy requires justification for performance adjustments. Can be given as a base salary increase or a lump sum. Maximum adjustment that can be given per fiscal year is 10%. https://kb.wisc.edu/ohr/policies/page.php?id=53379
Equity & Market Adjustments	Campus Level Approval	Rate/Title Change Request	1% equity 5% market - Pay Range Maximum	Level of Review: high. Data must be provided to show market or compression within a school or with peers at an outside unit or institution. Data must have true comparable positions. (https://www.ohr.wisc.edu/polproced/UPPP/1001.pdf)

* Currently these increases can occur on an annual basis.