



Office of Human Resources & Workforce Diversity

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**(VIA EMAIL ONLY)
M E M O R A N D U M**

TO: Chancellors

FROM: Alan N. Crist
Associate Vice President

SUBJECT: 2013-15 Pay Plan Distribution Guidelines and
Performance Evaluations

Typically in even numbered years, I would be advising you of the pay plan distribution guidelines that were approved by the Board of Regents along with its pay plan recommendations for the coming biennium. However, as you know, the Board has requested that the statutes be amended such that the Board has the authority to have final approval of pay plans for all university employees. As a result, guidelines for pay plan distribution were not considered by the Board at this time.

The Board of Regents did approve on December 7, 2012, a new Board of Regents Policy on University Personnel Systems that stated that university personnel systems shall include:

1. merit-based recruitment and assessment policies, practices, and performance goals that promote the development of a productive, accountable, and trusted workforce;
2. equal employment opportunity by ensuring that all personnel actions, including hiring decisions, length of tenure or term, and condition or privilege of employment, are based on an individual's ability to perform the duties and responsibilities of the particular position without regard to race, sex, gender identity or expression, color, creed or religion, political affiliation, disability, sexual orientation, national origin, ancestry, age, or any other prohibited basis of consideration; and
3. compensation structures and tools that reflect the following factors: market, performance, internal equity, and cost of living.

This policy will become effective on July 1, 2013, pending the approval of the Joint Committee on Employment Relations.

I anticipate that operating guidelines on the distribution of pay plans will be developed soon and taken to the Business, Finance, and Audit Committee of the Board of Regents for review, as per the requirements of this new Board policy on University Personnel Systems. As we did with the operating policies endorsed by the Board at the December 7, 2012 meeting, we will review the operating policies on pay plan distribution with you and others before taking

them to the Board for review. By Board policy, UW-Madison and the balance of the UW System will have separate operating policy guidelines and, by Regent policy, the operating policies for each personnel system are to be presented to the Board of Regents for review before being implemented.

In the meantime while distribution guidelines/operating policies are being developed, each institution should proceed with all university employee performance evaluations using a suitable evaluation system for faculty, academic staff, classified staff (university staff effective July 1, 2013), and limited employees under which the results can be converted to a salary once a pay plan is established and approved. This will permit salary obligations to be honored effective July 1, even if the Board of Regents does not approve a plan until and or the budget bill is enacted after July 1.

My staff and I will be working with your Human Resources Directors to develop best practices for converting performance evaluations for current classified staff to salary considerations, given that this has not previously been in the UW System's authority. Best practices will be informed through consultation with existing classified staff advisory committees at each UW System institution and refined for the second year of the biennium as university staff governance groups become established and functioning at each UW System institution. For represented classified staff, pay plan adjustments will be determined through union collective bargaining negotiations.

Finally, I have attached a 2013-15 University Workforce Regent Pay Plan Recommendations and Distribution Plan Guidelines Tentative Timeline for your reference and consideration.

Please contact me if you have questions.

Thank you.

Attachment

cc: President Kevin P. Reilly
President's Cabinet
Provosts/Vice Chancellors
Chief Business Officers
Human Resource Directors
Academic Personnel Officers