

Staff Compensation Plan

Chapter 3

THE 2018-19 COMPENSATION PACKAGE FOR STAFF

- A. **Compensation Plan.** The 2018-19 compensation package for staff provides for **2.00%** increase that is effective July 1, 2018 for annual pay basis, August 20, 2018 for academic pay basis and June 24, 2018 for hourly pay basis. It provides an additional **2.04%** that is effective January 1, 2019 for annual pay basis, January 3, 2019 for academic pay basis and December 23, 2018 for hourly pay basis.

The total distribution is based on 4.04% of your continuing staff base as of June 30, 2018. (The additional 0.04% is due to the rolled-up base that is used for the midyear increase.)

- B. **Single Determination.** A single salary increase determination should be made for each eligible appointment. The total merit increase (4.04%) that is entered into the merit field in the Compensation Administration Tool will be automatically distributed to the two effective dates when the increase is loaded in the HRS.

MERIT COMPENSATION PLAN REQUIREMENTS

The following summarizes the principal requirements regarding the 2018-19 Merit Compensation Plan.

A. **General.**

1. UW-Madison will load 4.04% into the merit field of the Compensation Administration Tool for all eligible employees. Each eligible employee hired on or before January 8, 2018 who meets expectations should be provided that increase. This will include some individuals on probation. Individuals hired after January 8, 2018 cannot receive merit as their performance cannot reasonably be assessed before budget lock.
2. Requests to provide no merit increase must be approved by the Office of Human Resources – Workforce Relations.

College/School/Division HR should submit requests for no merit increase to their WR specialist on or before March 23, 2018 for all employees who failed: 1) to complete sexual harassment/violence prevention training, 2) to meet performance expectations, and/or (if a supervisor) 3), to complete performance evaluations for employees whom they supervise.
3. Individuals represented by the trades bargaining unit will not participate in the merit exercise as their compensation will be established through the collective bargaining process.
4. Rehired annuitants and staff hired on a visiting basis are also not eligible for merit increases.
5. The salary maximums (where applicable) will be raised by 4% on July 1, 2018. The salary minimums (where applicable) will be raised by 4.04% January 1, 2019.
6. All 2018-19 salaries above 75% of the salary of the UW System President are subject to review and approval by the Board of Regents. We are presuming the new figure will be \$409,657.
7. Notice of salary increases cannot be made until the Chancellor and/or the Board of Regents have approved the recommended levels. OHR will issue salary notification template letters in

the spring.

8. The Compensation Administration Tool will distribute all compensation plan increases proportional to each funding split.

B. Distribution and Control Requirements

1. GPR Funds – Pay Plan Distribution. Units will receive compensation plan funding for GPR appropriations. Allocations for Fund 101 will be based on 4.04% of your annualized October 2017 payroll. Allocations for other GPR funds are limited to the allocations determined by UW System. The 4.04% supplements for those funds are based on the October 2016 payroll.

2. Supplementing the Pay Plan Allocation from Existing Base Resources. It is possible that the GPR allocations may not be sufficient to provide average increases of 4.04% of the current level of state supported continuing faculty, limited appointees, university and academic staff. If the Fund 101, 117, 126, and 402 pay plan allocations do not equal 4.04% of the adjusted continuing base, the budget unit must use its own existing base funds to supplement the pay plan allocation.

3. Part-Time Staff, New Appointees, Leave of Absence and Other Special Cases. Faculty, limited appointees, university staff, academic staff returning from **2017-18** leaves without pay and those being budgeted as on leave for **2018-19** are eligible for pay plan increases.

4. Notification of Salary Changes. Deans and directors are responsible for assuring that the individuals originally responsible for a salary recommendation are informed of any subsequent modification.