

Budget Related Human Resources Actions

Chapter 4

SALARY MINIMA/MAXIMA

- A. Faculty.** The salary minima for faculty at the UW-Madison will increase 4% on January 1, 2019 to reflect the pay plan. The minima apply to all current appointments, vacant positions and new appointments, whether made through the budget process or the appointment system. Promotions in rank are also subject to these minima. The minimum salary applies to the rate as of January 1, 2019 for annual pay basis staff or the start of Semester 2 for academic pay basis staff.

2018-19 FACULTY SALARY MINIMA		
Rank	Academic	Annual
Professor	\$62,095	\$75,888
Associate Professor	\$51,464	\$62,896
Assistant Professor	\$40,921	\$50,014
Instructor	\$38,800	\$47,416

- B. Academic Staff.** The salary ranges for academic staff titles in Category A and the minimums for those in Category B are contained in Appendix A. <http://www.ohr.wisc.edu/polproced/UTG/SalRng.html#excategorya> The minima or maxima apply to all current appointments, vacant academic staff positions and all new appointments. Salary minima for members of the academic staff are mandatory. The maximum salary will increase 4% as of July 1, 2018 for annual pay basis staff or the start of Semester I for nine month staff. The minimum salary will increase 4.04% as of January 1, 2019 for annual pay basis staff or the start of Semester 2 for nine month staff.

Academic staff, with extraordinary pay ranges are limited to the maximum salary of that extraordinary pay range. The Office of Human Resources will be working with divisions to increase ESR maximums to allow for the 4.04% pay plan. The only exceptions are the IT titles with extraordinary salary ranges that are indexed to certain non-represented IT titles.

- C. Post Degree Training (formerly Employee-In-Training) Minima.** The 2018-19 salary minima for Post Degree Training positions at the UW-Madison will increase 4.04% as of January 1, 2019 to reflect the pay plan. The minima apply to all current appointments, vacant positions and new appointments, whether made through the budget process or the appointment system.

2018-19 POST DEGREE TRAINING MINIMA		
		Full-Time Rate
Title	Title Code	Effective 1-1-19
Research Associate	X01NN	C28,593 A34,940
Research Intern	X50NN	C24,347 A29,651

STUDENT ASSISTANT STIPENDS

- A. 2018-19 TA and PA Stipend Rates.** The following rates that were recommended by the Graduate School Academic Planning Council (GSAPC) and approved by the Provost and Vice Chancellors will be in effect for 2018-19. These rates should be used for all budgeted group and vacant positions.

2018-19 GRADUATE ASSISTANT STIPEND RATES		
<i>Title</i>	<i>Title Code</i>	<i>Full-Time Rate</i>
Lecturer (SA) - Minimum	Y30NN	A45,522 C37,245
Teaching Assistant - Standard(Minimum)	Y33NN	C36,700
Program Assistant - Minimum	Y42NN	A44,854 C36,700
Project Assistant - Minimum	Y43NN	A44,854 C36,700

- B. Higher Teaching Assistant/Program/Project Stipends.** Starting in 2017-18, the teaching assistant rates are a minimum, not a fixed rate. Higher stipend levels are permitted for teaching assistants and program/project assistants where qualifications or requirements warrant. Departments wishing to pay above the minima to accommodate different market factors should seek approval from the appropriate Dean or Director.
- C. 2018-19 Undergraduate Rates.** The following undergraduate minimum rates remain in effect for 2018-19.

2018-19 UNDERGRADUATE MINIMUM RATES		
<i>Title Code</i>	<i>Title Code</i>	<i>Full-Time Rate</i>
Undergraduate Assistant	Y51NN	C36,700

D. 2018-19 Research Assistant Stipend Rates. The following rates that were recommended by the Graduate School Academic Planning Council (GSAPC) and approved by the Provost and Vice Chancellors will be in effect for 2018-19. These rates should be used for all budgeted group and vacant positions.

Starting in 2017-18, the research assistant rates are a minimum, not a fixed rate. Higher stipend levels are permitted for research assistants where qualifications or requirements warrant. Departments wishing to pay above the minima to accommodate different market factors should seek approval from the appropriate Dean or Director.

2018-19 RESEARCH ASSISTANT STIPEND RATES		
<i>Title/Function Code</i>	<i>Academic</i>	<i>Annual</i>
Research Assistant (Y41NN)- Minimum	\$36,700	\$44,854

E. Limitation on Graduate Assistant Appointments. Teaching, program/project assistant and research assistant appointments offer students who are actively pursuing advanced degrees the opportunity to obtain valuable academic experience. These titles are not intended to be used as substitutes for other employment titles (i.e., lecturer).

Usually, a 50% assistantship is the maximum level permitted with a full graduate load. Exceptions are allowed (up to and including 75%) with the approval of the appropriate student advisor and major department chair for domestic students only. Starting in 2017-18, research assistant positions have a maximum FTE of 50%. In special situations, combinations of RA, TA and PA appointments may equal more than 75%. However, such exceptions are rarely approved. Appointments to assistantships that equal more than 75% require prior written approval of the Dean/Director and the Graduate School. Additional information can be found at: <https://grad.wisc.edu/acadpolicy/#facultypoliciesandprocedures>

FACULTY PROMOTIONS

A. Review for Promotion from Associate to Full Professor. It is important that faculty members at the rank of associate professor be periodically reviewed for possible promotion to full professor. The responsibility for ensuring that no associate professor is overlooked for promotional consideration rests with the deans and departments. Accordingly, individual schools/colleges and departments must establish special methods for assuring consideration for promotion. To assist you, a listing is enclosed of all individuals who have held the rank of Associate Professor for five or more years. If you have questions about this listing, contact the Secretary of the Faculty at admin@secfac.wisc.edu .

B. 2018-19 Salary Adjustments. Starting in the 2017-18 academic year, promotions are allowed to fall between a fixed-dollar amount and ten percent of the faculty member's salary base. Faculty promotions should reflect at least the following rate changes that were approved by the University Committee and the Provost.

<i>2018-19 Promotion</i>	<i>Academic</i>	<i>Annual</i>
Associate Professor to Professor	\$9,600	\$11,400
Assistant Professor to Associate Professor	\$7,500	\$8,800

NOTE: A promotional increase is not required where the individual is temporarily appointed at the Instructor level until the Ph.D is obtained.

It is expected that all individuals being promoted will exceed the campus minima for the new title by at least the amount of the promotional adjustment. Additional base funding from the campus level will be provided to cover one-half of the required promotional increases for staff on 101 funding.

Please note that anticipated promotions to associate professor and full professor should be entered into the rate/title system well in advance of April 1st if possible to guarantee proper calculation of merit. The CAT Redbook title should also be changed to reflect the new title after the promotion. In the event an anticipated promotion does not occur, notify your MBO budget analyst and OHR compensation and titling representative and the proposed promotion and corresponding merit amount will be removed from CAT and HRS.

SALARY ADJUSTMENTS FOR WHICH INSTITUTIONAL BASE FUNDS MAY BE USED

- A. Situations in Which an Adjustment is Appropriate.** Requests for base salary adjustments must demonstrate that they are necessary. If you have difficulty identifying the type of adjustment that might be appropriate for a specific situation, contact your Compensation and Titling contact (www.ohr.wisc.edu/udds)
- A. The Adjustment Process.** With advance approval, a portion of the base budget of a unit may be used to adjust the salary of an individual, in addition to the increase provided by the state compensation plan. Completed documentation is due in the Office of Human Resources by mid-March to ensure OHR has time to review and approve the adjustment. Each proposed adjustment should be entered in the Rate/Title System, and if approved by the Office of Human Resources, the increase will be entered directly into HRS.
- B. Budget Entry of Adjustments.** If the increase is entered into HRS before April 1st, the HRS live data feed to CAT will be active and the change will automatically update the record in CAT and calculate the necessary changes to the pay plan compensation row. Changes not entered into HRS before April 1st will require a manual correction to the merit row which needs to be entered by the Office of Human Resources.

PAY BASIS CONVERSIONS

The pay basis for an individual should be appropriate for the duties for which the person is normally responsible. The conversion of an employee's appointment from one pay basis to another (e.g., annual to academic) should occur infrequently, since circumstances rarely justify such shifts once an appropriate determination has been made. Temporary changes in duties which extend the length of time that an academic pay basis person will work in a fiscal year (e.g.,

teaching in Summer Session) can be handled by use of a summer appointment.

In those unusual cases in which the long-term responsibilities of the person have changed (e.g., the appointment of a faculty member to an administrative position such as Associate Dean), a change in pay basis is appropriate. Such changes, regardless of the direction of the conversion, should be made effective July 1 for the next budget year. Only in exceptional situations may conversions occur during the fiscal year at the start of the spring semester (January 1 if moving to 12 months). Requests for a pay basis conversion for a faculty, academic staff, or limited appointee need to be entered into the rate/title system for review and approval by the Office of Human Resources.

If the change in pay basis includes a change in compensation rate, the rate and pay basis change should be entered into HRS well in advance of April 1st in order to ensure the new compensation rate is reflected in the budget and guarantee proper calculation of merit. If the change is not entered into HRS by April 1st, OHR must be notified that a merit correction row will be needed.

INTER-GOVERNMENTAL PERSONNEL ACT TRANSFERS (IPA)

University employees who are serving in state or federal agencies and with institutions of higher education under the terms of an approved Inter-Governmental Personnel Act agreement are eligible for the 4.04% pay plan and should be shown as 0 budgeted FTE in CAT at their actual university rate.

The comments section should be used to indicate the person is listed as 0 budgeted FTE because they are on leave to another agency or institution.

BUDGET/HRS PERSONNEL ACTIONS

All new appointments and most changes to existing appointments (effective prior to July 1) will need to be entered into HRS as well as the budget. The Office of Human Resources will enter all rate and title changes for university staff, academic staff, limited appointee, and faculty appointments into HRS. Rate changes should be submitted to OHR well in advance of April 1, 2018 in order to ensure that data flows into the CAT so that pay plan can be applied to those rates increases. A merit row reflecting the 2018-19 4.04% pay plan is the only rate change action reason that should be entered into the CAT. Leaves of absence, temporary assignments and changes in percent time can be addressed in the budget by making changes to the budgeted FTE field in CAT.

All rate differences on the HRS to CAT Comparison Report should be reviewed and corrected if necessary in HRS. This will insure that the correct amounts will be generated for the payroll.