



## University of Wisconsin Parkside

### Employee Pay Plan Distribution Procedures

**Procedure:** 2019-2020 Pay Plan Distribution Procedures

**Effective Date:** July 1, 2019

**Last Revised:** January 2018

**Scope:** All UW-Parkside Employees

#### I. Procedure Purpose

The purpose of the UW-Parkside 2019-2020 Pay Plan Distribution Procedures is to detail the procedures and processes to distribute State approved 2019-2020 Pay Plan to all staff.

#### II. Procedure Background

The Pay Plan recommendation requested by the Board of Regents and the UW System President must ultimately be approved by the Legislature's Joint Committee on Employment Relations (JCOER). Per [Wis. Stat. § 230.12 \(3\)\(e\)](#), the Board's Pay Plan recommendation is submitted to the State's Administrator of the Division of Personnel Management (DPM) who will submit a proposal to JCOER for adjusting compensation via the Pay Plan.

[UPS Operational Policy TC 4: 2019-21 UW System Pay Plan Distribution Guidelines](#) for University Workforce provides the framework for the development of the UWSA's Pay Plan distribution processes and procedures.

#### III. Distribution Procedure

Per [UPS Operational Policy TC 4](#), UWSA's Pay Plan distribution will be based on evidence of meritorious and/or solid performance as documented through the written performance evaluation by the supervisor. UW-Parkside Chancellor **will not** earmark 15% of Pay Plan as permitted for discretionary use to meet special compensation needs.

#### IV. Eligibility

- a. UW Parkside Faculty, Academic Staff, Limited Appointees, and University Staff employees who have been employed for a minimum of three months prior to the

effective date of the pay plan. If the eligibility date falls on an observed holiday, the eligibility date will be the next business day.

- b. One year appointments (OCY's), employees on search waivers, project appointments, temporary staff, Graduate Assistants and student employees are not eligible for pay plan increases.
- c. Pay plan adjustments may not be given to staff members covered by collective bargaining agreements.
- d. Pay plan adjustments will not be based on comparisons with external market determinations.
- e. Pay plan adjustments will not increase the salary above the applicable salary or pay range maxima.
- f. A satisfactory performance rating meets the criteria for meritorious or solid performance.
- g. Employees on a performance improvement plan (PIP) are not eligible for a pay plan increase.
- h. Employees must have completed all mandatory training including Sexual Assault and Harassment/Title IX, Security Awareness, and E054.
- i. Limited Appointees and Academic Staff must have completed annual Outside Activities reporting. University staff must report Outside Activities as they occur.
- j. For a supervisor to be eligible, the supervisor must have completed all performance evaluations for direct reports.

#### **V. Determination of Pay Plan Adjustment**

- a. Those staff determined eligible, based on the criteria detailed above, will receive a percentage increase up to the amount approved by JCOER for the 2019-20 Pay Plan
- b. Pay Plan Adjustment will be effective at the beginning of the pay period that includes the effective date provided by JCOER.

#### **VI. Other Considerations**

Staff on leaves of absence will receive Pay Plan adjustments assuming eligibility criteria are met and provided performance was satisfactory prior to the commencement of leave

## **VII. Staff Notification**

Staff will be notified in writing of their individual 2019-20 Pay Plan adjustment. However, at this time, the exact date of notification is unknown until the 2019-20 plan is approved by JCOER.

## **VIII. Procedure Resources, Related Policy Documents and Contacts.**

[Wis. Stat. § 230.12 \(3\)\(e\)](#)

[UPS Operational Policy TC 4: 2019-21 UW System Pay Plan Distribution Guidelines](#)

<https://www.uwp.edu/explore/offices/humanresources/upsperformanceman.cfm>

[Academic Staff Performance Reviews](#)