Policy

While it is appropriate to compensate all employees in a fair and consistent manner, UWRF recognizes that some employees perform at a higher than satisfactory level by either doing significantly more than what is normally expected of the position.

This policy establishes merit guidelines for academic staff with fixed-renewable appointments who seek compensation changes for superior and meritorious performance as stated in UW System Administrative Policy 1277 and Chapter 6.16 of the University of Wisconsin- River Falls Faculty and Staff Handbook.

The use of merit is a positive way to inspire excellence in performance and an appropriate way to reward employees.

Annual allocation of funds is contingent on budget availability.

Authority

The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process.

The Assistant Chancellor for Business and Finance is responsible for the administration of this policy. To request an exception to this policy, mail to: administrative-policy@uwrf.edu.

Sanctions and Appeals Process

Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

Basic Eligibility Criteria

Eligibility Criteria are identified in UW River Falls Faculty and Staff Handbook chapter 6.16 and UW System Administrative Procedure 1277.B Compensation: Merit Pay.

Administration

- Funds available for merit increase adjustments will be distributed proportionate with Division (PR and GPR funded) based on eligible academic staff with fixed-renewable appointments.
• The amount distributed to a Division must be at least $500 if Division has eligible employees.

• Divisions are identified as follows (and will be reviewed annually):
  o Business and Finance
  o Chancellor’s Office*
  o College of Agriculture, Food and Environmental Sciences
  o College of Arts and Sciences
  o College of Business and Economics
  o College of Education and Professional Studies
  o Provost and Vice Chancellor for Academic Affairs and Student Success**

*Chancellor’s division includes: Admissions, University Communications and Marketing, Athletics, University Advancement and Facilities Management.

**Provost division includes: Career Services, Student Ability Services, Counseling and Health Services, Center for Diversity, Inclusion and Belonging, Student Success, Office of International Education, Chalmer Davee Library, Grants & Research Office, McNair Scholars program, Division of Technology Services, Institutional Research, Falcon Scholars & Honors Program, URSCA, Continuing Education, Registrar, Pre-Major Advising & Tutoring Services

• Base merit increases shall be awarded as a percentage increase to the employee’s base pay, based on the available funds to the Division, as long as the minimum increase is $500 annual base adjustment, up to a maximum award of 5%. Actual award is based on FTE. The award for FTEs less than 100% will be pro-rated.

• One-time merit increases shall be awarded based on the available funds to the Division, as long as the minimum increase is $500, up to a maximum award of 5% of employee’s base pay.

• Unused distributions from a Division will be reallocated to other Division, not to exceed 5% maximum award.

• Departments should take great care to determine accurate and appropriate differentiation in academic staff performance. Identical or “across-the-board” increases are not consistent with this compensation strategy and shall not be provided to all employees.

**Procedure**

To be merit award eligible, Academic Staff with fixed-renewable appointments and immediate supervisors must comply with the procedures and timelines identified in UW River Falls Faculty and Staff Handbook chapter 6.16.

Links in PDFs don’t always function. Please copy and paste URL in a new browser tab to visit the web page
**University Responsibilities**

The Office of the Assistant Chancellor of Business and Finance will maintain this policy on the Administrative Policy website, and the Office of Human Resources will share this policy with employees inquiring about academic staff merit.

**Department/Unit Responsibilities**

Collaboration between Academic Staff Council and Human Resources.

**Related Documents**

- University of Wisconsin System Administrative Policy 1277  
  [https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/compensation/](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/compensation/)
- UW-River Falls Faculty & Staff Handbook, Chapter 6.16  
  [https://www.uwrf.edu/FacultySenate/FacultyAndStaffHandbook.cfm](https://www.uwrf.edu/FacultySenate/FacultyAndStaffHandbook.cfm)
- Academic Staff Merit Application form  

**Contact**

Direct questions about this policy to [administrative-policy@uwrf.edu](mailto:administrative-policy@uwrf.edu).