Limited Appointees Equity Adjustment for FY13 only

Premise: Due to budget constraints, there has not been a UW System pay plan for Limited Appointees in the last four fiscal years. Therefore, Limited Appointees serving in the same position for four or more years have not received a pay plan adjustment and may no longer be comparable to market. Individuals serving less than four years have had the opportunity to negotiate a salary that is relatively comparable to market. Factors to be considered in determine equitable pay relationships are: employee credentials, employee salary history at the University, and documented employee work performance.

Eligibility: Limited appointees that hold a 1.0 FTE and have been in the same position for four or more years are eligible. Limited appointees that have had their wages adjusted/negotiated in the last four years and have received an adjustment $1,000 or more are not eligible.

Procedure:

1. Limited appointees are identified from HRS.
2. Limited appointees that have a split appointment (i.e. Assistant and Associate Deans) are removed from the list because they are eligible for the faculty salary adjustment plan.
3. Limited appointees that have served in the same position for less than four years are removed from the list.
4. Limited appointees that have served in the same position for four or more years that have had their salary adjusted/negotiated in the last four years and received an adjustment $1,000 or more are removed from the list.
5. Stipend payments are identified from HRS and are included as a salary adjustment.
6. Minimum and maximum salaries for an individual’s job code are listed using the UW System unclassified title and salary structure effective January 1, 2012 through June 30, 2013 (UPG 4).
7. For individual job codes that do not have a minimum or maximum listed, Human Resources will conduct a survey of wages paid throughout UW System for the same job code to determine a high, low, and median at similar size campuses.
8. A median salary is determined for each job code by averaging the minimum and maximum salary listed (minimum salary + maximum salary)/2 = median.
9. The median salary is compared to the individual’s current salary to determine which salaries are over or under the median salary.
10. Limited appointees under the median salary are listed in order of the greatest to smallest difference between median salary and current salary.
11. Starting with the greatest difference, employees with salaries that are under the median will receive a $1,000 equity adjustment as long as the total of the equity adjustments for limited appointees and academic staff does not exceed $35,000. Note: the procedures for equity adjustments for limited appointees are contained in a separate policy.
12. Equity adjustments are base building.
13. The Chancellor reserves the right to remove any individual from the list.

7/25/2012