

Date: May 2024

To: All Eligible Employees

Re: **Employee Pay Plan Communication and Implementation Guidelines**

The purpose of this communication is to describe how the UW System pay plan will be implemented and who is eligible to receive the compensation increase. Guidelines are as follows:

- Employee pay plan increases will be based on the institution's performance-based guidelines and reward structure.
- Individual employees are not guaranteed an increase.
- Pay plan is effective June 30, 2024. Eligible employees will see pay plan increase on the July 25, 2024 paycheck.
- Pay plan adjustments may not be given to staff members covered by collective bargaining agreements.
- Pay plan adjustments may not be based on comparisons with external market determinations.
- Pay plan adjustments may not increase the salary above the applicable salary or pay range maxima.

Eligibility

- Pay plan adjustments are based on solid (satisfactory) performance/merit. Eligible employees must have a satisfactory evaluation on file before June 10, 2024. **Note:** *We realize that evaluations are not all on the same cycle. For those not on an annual cycle, we will use the evaluation from the most recently completed evaluation cycle.*
- Employees must have met all UWS mandatory training requirements by May 31, 2024.
- Eligible employees who are on the payroll on or before June 29, 2024, will be eligible to receive a pay plan increase effective June 30, 2024.
- One year appointments (OCY's), employees on search waivers, project appointments, LTE's, temporary staff, and student employees are ineligible for pay plan increases.
- Unclassified staff receiving a promotion at any time prior to a pay plan effective date (generally July 1) will be eligible for a Pay Plan increase.
- Faculty Retitle/Tenure - Unclassified – Since the date of the retitle/tenure is usually effective July 1 (the effective date of a new Pay Plan), the Pay Plan increase will be calculated only on the prior fiscal year's salary. The retitle/tenure increase will then be added to the adjusted salary after the Pay Plan increase.
- Interim Positions –The Pay Plan increase will be added to the base salary that is in pay status prior to the start of the new Pay Plan (usually the last day before Pay Plan takes effect). In the event that the employee returns to their prior position, any Pay Plan increases received will be calculated based on their salary prior to the interim position adjustment.
- Market Adjustments - If the effective date of a Market Adjustment is before the effective date of the pay plan, the salary used to calculate an increase will include the Market Adjustment. If the effective date of a Market adjustment is after the effective date of the Pay Plan, the Market Adjustment will not be included in any increase calculation.
- Base Adjustments/Reclassifications - Those with base adjustments or reclassification adjustments will receive the Pay Plan increase on the salary amount that is active in pay

status prior to the start of the new Pay Plan (usually the last day before Pay Plan takes effect).

- Supervisors who fail to complete annual evaluations are ineligible to receive a compensation adjustment from pay plan.

If you have questions about the guidelines and eligibility criteria, please talk with your supervisor or contact Human Resources at x2204.