

2017-19 University Pay Plan Distribution Guidelines

Background

The Wisconsin Legislature's Joint Committee on Employment Relations approved a 4% pay plan for UW System in the 2017-19 biennium. The pay plan will be distributed to UWL employees on the basis of merit and solid performance with increases of 2% provided on July 1, 2018 and 2% on January 1, 2019.

Definitions and Roles

Academic Staff: Professional staff serving in professional administrative, instructional or research related positions but does not include faculty and staff provided under Wis. Stat. § 16.57.

Approved Leave: Paid or unpaid time off for the purpose of military service, medical care, sabbatical, or otherwise specific personal matter approved by the vice chancellor.

Faculty: Persons who hold the rank of professor, associate professor, assistant professor, or instructor in an academic department or its functional equivalent in an institution, persons described under Wis. Stat. § 36.13(4)(c) and such academic staff as may be designated by the chancellor and faculty of the institution.

Limited Appointment: An appointment to a designated administrative position, the holder of which serves at the pleasure of the authorized official who made the appointment. Certain positions must be designated as limited appointments under Wis. Stat. [§ 36.17\(2\)](#), while others may be designated by the appointing authority as limited appointments at the time of the appointment.

Meets Expectations and/or Meritorious: An employee who through a current evaluative process has been deemed to meet expectations in all areas of their job performance. Any employee who does not meet minimum expectations or is under a performance plan will be deemed ineligible for a merit pay adjustment.

Project Employee: A University Staff appointment hired for the purpose of completing a specific project and duration of work may not exceed 4 years.

Redbook: Permanent base budget for the university for a fiscal year. An individual in a Redbook position means the individual is in a permanent ongoing position that is eligible for promotion/progression and pay plan adjustments. The position is also counted in the UW System FTE allocation and part of the university's continuing employee base.

Temporary Employee: For the purposes of these guidelines any faculty, staff or limited appointee in an assignment scheduled to last less than one academic year.

University Staff: Para-professional, administrative, blue collar and trades employees who are determined to be non-exempt under the Fair Labor Standards Act (FLSA) due

to the nature and function of the position duties. (This also includes exempt University Staff positions that have yet to transition to Academic Staff.)

Vice Chancellor: The role within each Division that approves and oversees the merit allocation process ensuring equity and fairness in the process.

Employees Eligibility for State Pay Plan

1. Employees who are part of the UWL continuing staff base as defined below:
 - a. Employees whose employment begins on or before June 30, 2018 will receive the 2017-19 pay plan increase.
 - b. Employees who are designated in one of the following full-time or part-time Redbooked classifications:
 1. Faculty
 2. Instructional Academic Staff
 3. Non-instructional Academic Staff
 4. University Staff
 5. Project Staff
 6. Graduate Assistants and Teaching Assistants
2. Employees identified as meets expectations or meritorious performers as defined above. Employees shall have a current (within 12 months) performance evaluation (as defined by the Division/College/School) or their supervisor must otherwise be able to demonstrate that the employee meets performance expectations.

Employees Ineligible for State Pay Plan

1. Employees with a performance appraisal rating of “Below Expectations” or “Unsatisfactory”.

These Guidelines Do Not Apply To

1. Ad hoc employees
2. Research Interns
3. Interim, acting appointments, or employees with a temporary base adjustment
4. Student Hourly Staff
5. Temporary Employees
6. Employees covered by collective bargaining

Other Considerations

1. No employee may be paid above the maximum of a salary range per UPS Operational Policy: [TC 3](#). Employees at or near the maximum of the pay range will receive their merit distribution via equity adjustment.