Pay Plan Update: Fixed-Term Terminal Contract Employees

The Chancellor announced earlier that he would be using the discretionary portion of the pay plan for employees on a fixed-term terminal contract. The administration of this portion of the pay plan has been finalized and is outlined below:

**Eligibility Criteria**: In order to be eligible for consideration, employees must meet all of the following:

* Must currently have a Fixed-Term Terminal Contract with the university
* Are returning for 2018-2019
* Have averaged at least .75 FTE over the past 3 fiscal years (Fall 2015- Spring 2018)

\**An eligibility list has been created using payroll data. This list should be used as a reference for supervisors. If there are questions, please contact the appropriate person below.*

**Process:** If an employee meets all eligibility criteria, the supervisor will complete the “2018-2019 Chancellor’s Discretionary Fund Merit Payment Approval Form.” This form can be found on the [pay plan](https://hr.uwosh.edu/policies-procedures/pay-plan/) website. The form has instructions on how it must be completed so please read it thoroughly. Once completed, this form should be circulated for approval as outlined on the form.

**Effective Dates of Increases:** Similar to the rest of the pay plan, increases will take effect in two installments:

|  |  |  |
| --- | --- | --- |
| Contract Type | First Installment | Second Installment |
| Annual (12 month staff) | July 1, 2018 | January 1, 2019 |
| Academic Year (9 month staff) | Beginning of academic year contract calendar | Beginning of second semester contract calendar |

**Timeline:**

* February 19, 2018 – All merit forms must be turned in to HR
* February 19-March 1, 2018 – HR completes compliance review and division heads give final approval.
* March 1, 2018 – Final proposals due to UWO Budget Office
* April 2, 2018 – Final budget deadline
* July 1, 2018 – First half of increase is applied (actual date based on employee type)
* January 1, 2019 – Second half of increase is applied (actual date based on employee type)

If you have any questions or concerns, please contact:

* Instructional Academic Staff – Sabrina Johnson ([johnsosj@uwosh.edu](mailto:johnsosj@uwosh.edu) or x0148)
* Professional Academic Staff – Holly Shea ([sheah@uwosh.edu](mailto:sheah@uwosh.edu) or x0750)