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# **Standard Operating Procedures**

## **Compensation**



[UW System Administrative Policy 1277](#)

## Salary Adjustments for Faculty and Academic Staff

All faculty and continuing instructional academic staff who have provided evidence of student evaluations of teaching obtained from no less than three (3) sections completed per evaluation period, are eligible for a merit or solid performance salary adjustment ([see the Salary Adjustment Guidelines in the Faculty and Academic Staff Handbook](#)). Faculty and instructional academic staff teaching part time may adjust the number of evaluations required in proportion to their teaching assignment during the evaluation period.

## Retroactive Salary Adjustments

Per [UW System Administrative Policy 1277](#); retroactive salary adjustments for personnel transactions are prohibited. However, UWO has authorization to retro salary adjustments with an effective date based on the date that documented materials are received by the Office of Human Resources.

## Temporary Base Salary Adjustments (TBA)

*Definition:* Applied when an employee assumes temporary responsibilities that are significantly different and increased in scope from their current position.

- a) Temporary base salary adjustments may be utilized in cases where an employee assumes temporary responsibilities. The level of the base salary adjustment should be appropriate for the new assignment. Temporary base salary adjustments are not overload payments.
- b) Additionally, a temporary base salary adjustment may be used as a mechanism to acknowledge a special qualification or job attribute that is not permanent or is seasonal. For example, a police officer may receive a temporary base salary adjustment for horseback duties since these would be performed on a seasonal basis. It is expected that in most cases compensation for a special qualification or job attribute would be on a permanent basis and would, therefore, be addressed as a permanent adjustment.
- c) All employees are eligible for temporary adjustments to their base salaries.
- d) The effective date of the temporary base adjustment is the effective date of the day the request is received in the Human Resources office; temporary base adjustments cannot be retroactive.

## Overload Payments for Faculty and Staff

*Definition:* Significant additional work duties are added to an employee's full-time existing duties creating a workload in excess of 100% of the employee's time.

In general, options such as adjustments in the employee's other duties in order to release time to meet new responsibilities; a temporary base adjustment; or a purchase-of-load arrangement in which funds are transferred into an employee's department or unit as a purchase of institutional time from the department or unit should be considered before overload payments are granted.

However, there are instances in which asking an employee to do more than his/her appointment requires is the only viable alternative and overload compensation is appropriate. There may also be other situations in which the individual is asked to assume, on a temporary basis, different duties and responsibilities within the full time appointment period such that the base salary for performing those functions needs to be examined. (See above for temporary base salary adjustments.) Note: An overload is not permissible for an employee who is paid in some part on a federal grant unless it is agreed upon in the grant proposal document approved by the granting agency, or unless the granting agency approves the specific overload circumstance in writing. (OMB circular A-21 J.10.d(1),)

- a) Overload payments may be made where with the consent of the employee, substantial additional work requirements are added to the existing duties of a full-time employee creating a workload in excess of 100% of the employee's time and the performance of these additional duties is unusual, short-time or nonrecurring in nature.
- b) Overload payments may also be made where a full-time employee of one UW System institution accepts an institution-approved part-time appointment to perform duties at another UW System institution in addition to his/her full-time position ([UW System Administrative Policy 324](#): Inter-institutional Financial Transactions details the procedures for payment between institutions).
- c) If a staff member is not full-time, additional compensation is not considered an overload.
- d) Overload payments must be approved, in advance, by the Vice Chancellor.
- e) Overload compensation may not exceed the higher of either 20 percent of the employee's academic (c-basis/9 month) salary base or annual (a-basis/12 month) salary base or \$18,000 unless the chancellor or designee determines that good cause exists to exceed this threshold and issues an exception in writing.
- f) Overload maxima are calculated on a fiscal year basis.
- g) Summer compensation (see [UW System Administrative Policy 230](#): Salary and Fringe Benefits Calculations) for the calculation of summer salary for academic year (c- basis/9-month) employees is not considered an overload for the purposes of this policy.

## Acting or Interim Appointment Salaries for Academic Administrators

Administrators serve at the executive/policy making level so it is extremely important for an acting appointee to maintain leadership continuity during a temporary leave of absence or during the search and screen process. The salary offered to an individual to serve on an acting or interim basis can be an important factor in securing the temporary services of a highly qualified person. However, the salary offered will not be at the full rate but at a certain percentage according to market data.

An evaluation should be made to ensure that, to the extent possible, the salary offered for an acting assignment does not create inequities with comparable positions both within and between institutions in the UW System.

When a permanent appointment is made, the acting or interim appointee can expect to be returned to his/her former position at a salary consistent with the salary the person had before assuming the acting appointment, plus any increases that the person would have received but for accepting the acting responsibility.

## Justification Requirements for Salary Adjustments

Salary Adjustments	Justification to Include
Lump Sum Payment (Overload)	<ul style="list-style-type: none"> <li>Substantial additional duties to existing responsibilities of a 1.0 FTE</li> <li>A workload in excess of 100% of employee's time</li> <li>Duties that are unusual, short-time or nonrecurring</li> </ul>
Temporary Base Rate Adjustment	<ul style="list-style-type: none"> <li>Need for employee to assume temporary responsibilities</li> <li>A non-permanent or seasonal qualification or job attribute</li> </ul>
Interim Appointment	<ul style="list-style-type: none"> <li>Need for employee to serve in an acting or interim appointment</li> </ul>
Change in Duties	<ul style="list-style-type: none"> <li>A substantive change in the scope of duties and responsibilities within current title including reduced or expanded duties and/or deleted and new duties                             <ul style="list-style-type: none"> <li>Identify those duties and responsibilities listed in the old position description which now constitute a lower percentage of employee's work time or are no longer performed by the employee</li> <li>Identify those duties and responsibilities which were formerly listed in the old position description, but now constitute a larger percentage of the employee's work time or are new duties and responsibilities not listed in the old position description</li> <li>Indicate changes by listing them as they appear on the position description (i.e., "A-A1. Types correspondence [...]" or "B-B3. Writes general replies [...]" )</li> </ul> </li> </ul>
Retention	<ul style="list-style-type: none"> <li>Employee is actively seeking employment and the resultant loss of the employee's knowledge and experience would be a detriment to the department, division, or campus</li> </ul>
Counter Offer	<ul style="list-style-type: none"> <li>Documentation of a job offer from an employer outside of UW System</li> <li>The offered position must have comparable duties and responsibilities to current position</li> <li>The outside offer must be at a rate higher than their current rate</li> </ul>
Equity	<ul style="list-style-type: none"> <li>Demonstration of a significant pay compression/inversion between employee and their immediate subordinates and/or colleagues</li> </ul>

	<ul style="list-style-type: none"><li>• Established labor market data that identifies a need to award market adjustments in order to achieve equity with external employers</li></ul>
Merit	<ul style="list-style-type: none"><li>• Length or frequency of superior performance</li><li>• Regularity with which outstanding contributions are demonstrated</li><li>• Overall significance or importance of the employee’s work to the department, division, or campus</li></ul>

## Extraordinary Salary Ranges

Although the salary range structure is designed to accommodate general market demands, there are significant market conditions for certain positions that require an extraordinary salary range in order to address documented recruitment and retention needs. Regent Resolution #9950 (adopted July 15, 2011) provides the UW Chancellors the delegated authority to establish extraordinary salary ranges when the salary range assigned to the title does not adequately address the market conditions and affects recruitment and retention needs. The extraordinary salary range should be based on salaries paid for comparable positions in the external market. The request for extraordinary salary range should be submitted to the Associate Vice Chancellor of Human Resources and all extraordinary salary range decisions shall be made utilizing the [UW System Administrative Procedure 1277.A](#).

## Professorial Salary Increase and Title Recognition

Faculty with the rank of Professor, whose performance over the previous 8 years would again qualify them for promotion to the rank of professor, will receive salary increases and title recognition. The guidelines can be found in the Faculty and Academic Staff Handbook, [GEN 2.11](#).

1. Salary Increase - Professorial Productivity Salary Increases will be equal to the raises received by those promoted to the rank of Professor during the current year.
2. Title Recognition - Qualifying Faculty will internally be granted the title of Distinguished Professor by UW Oshkosh.
3. Eligibility - Faculty with the rank of Professor may first apply after their eighth year in rank as Professor at UW Oshkosh, and again 8 years after a previous Professorial Productivity Salary Increase. Faculty hired as Professor may first apply after their eighth year at UW Oshkosh. Professors may reapply for consideration 4 years after an unsuccessful application.

## Academic Staff, University Staff Titling & Compensation

Promotion/career progression is natural advancement within the area of specialty of the position, based on the incumbent's successively greater experience, expertise, applied ability and responsibility within the title series. While there is an expectation that the position and incumbent will progress through different levels associated with the title series, the specific criteria and timeframes for progression may vary depending upon the functions of the position. Examples of such a title change within the Academic Staff title structure would be an Associate Student Services Coordinator to a Student Services Coordinator (no prefix); or an Accountant to an Accountant Journey.

As a general rule, formal re-titling as a **Progression**: This annual process occurs in spring and more information (currently on hold) can be found on the Equal Opportunity & Access [website](#).

Positions are assigned official titles based on position functions (see the UW System website for alphabetical listing of [University Staff](#) and [Academic Staff](#) titles and definitions). The purpose of establishing an official title for each position or group of positions is to permit comparability of substantially similar positions across institutions and academic and administrative units. To ensure that titles assigned to filled positions are consistent and accurate, the review of formal title assignments will be on an ongoing basis and will be based on current position descriptions. The title change of a filled position may occur as a result of a substantive change in duties or progression within a title series. When functions of a filled position evolve over time such that the current title is no longer the "best fit", or the incumbent gains a certain level of experience, a title change of the filled position may result. This process is identified either as a job re-titling, or a promotion/progression.

Compensation categories for unclassified title and salary structure are available on the UW System [website](#).

## Executive Salary Structure

Salary ranges for senior executive positions will be based on an analysis of salaries paid by peer institutions for similar positions at comparable universities in other states. This policy applies to System President, System Senior Vice Presidents, System Vice Presidents, Chancellors and Provosts/Vice Chancellors (deputy). See [UW System Administrative Policy 1277: Compensation Appendices](#) for a list of the Executive Salary Ranges.

## Compensation for Additional Services (CAS)

Compensation received by academic year employees outside the 39-week academic year time frame is called Compensation for Additional Services (CAS). UW System policy states CAS received should not in aggregate exceed two-ninths of the academic year salary of the person appointed unless explicit exception is granted by the Chancellor (or designee). The complete policy (ACPS-4) is available from your department chairperson or equivalent. UW Oshkosh generally limits CAS to 15 percent of the academic year salary. The guidelines can be found in the Faculty and Academic Staff Handbook, [GEN 2.4](#)

- (1) Separate contracts are issued for all CAS payments to Professional and Instructional Academic employees on terminal contracts. Personnel Transaction Forms are issued to CAS payments made to Faculty. The decision to offer a CAS contract is based upon University, college, and department or unit needs. Since CAS is considered as an extension of contract into new time periods, an individual cannot be awarded CAS monies while working full time under the regular contract. Weeks must be moved into free time periods before payment can be made. (Supervisor must be consulted regarding weeks changes).
- (2) Teaching duties are calculated on the basis of 2.5 percent of the academic base salary per credit with a maximum payment of 15 percent. With the exception of the Faculty Development Board, non-teaching duties are calculated on the basis of 7.5 percent of the base salary per month of a full-time assignment, with a maximum payment of 15 percent.
- (3) Compensation for Additional Service is also available for faculty development. The maximum allowable CAS payment is 20 percent of the base salary or \$18,000, whichever is greater. For nine-month employees, the limit is 20 percent of their academic appointment base salary or \$18,000, whichever is greater. See the faculty development section in these materials for additional details.
- (4) The maximum CAS payment funded by institutional dollars to an individual for any year is 20 percent of the individual's academic base salary unless explicit exception is provided by the Provost and Vice Chancellor (or designee) for instructional staff or the Vice Chancellor of the division in question and the Vice Chancellor of Administrative Services (or designee) for non-instructional staff. CAS payments funded by institutional dollars and external dollars may not exceed two-ninths of the academic year salary as defined in UW System policy.

Teaching duties are referred to as “Summer Session” and non-teaching duties are referred to as “Summer Service”. CAS summer semester contracts (other than those issued through the Faculty Development Program) are generally issued in early May of each year and are in accordance with decisions made in the budget process. Salary payments are made in August or September or both, depending on when the professional duties are performed.