



UW Oshkosh Pay Plan Guidelines	
Subject:	2021-2023 Pay Plan Distribution
Authoring Dept:	Human Resources
Creation Date:	July 8, 2021
Date of Last Revision:	September 2022
Purpose:	To identify process guidelines for distribution of the UW System 2021-23 pay plan funds for eligible faculty and staff at UW Oshkosh.
Summary:	<p>The anticipated pay plan will be allocated and distributed in two installments, each with an effective date in separate fiscal years. The proposed effective dates are 1/1/22 and 1/1/23 with a 2% increase budgeted for each year.</p> <p>Increases will be distributed based on both UW System Administrative Policy 1278 (formerly UPS Operational Policy TC4) and the guidelines outlined in UW Oshkosh handbook policy Gen 2.2 – Salary Adjustment Guidelines.</p> <p>Policy GEN 2.2 states that if the adjustment package is 2% or less, salary adjustments will be distributed on an equal percentage basis to all individuals judged to be solid performers. Any individuals that do not receive a rating that supports solid performance will not be eligible for an increase.</p>
Eligibility:	<p>Employees are eligible based on the following criteria:</p> <ul style="list-style-type: none"> • Employees are classified as either: <ul style="list-style-type: none"> ○ Faculty ○ Limited ○ Instructional Academic Staff: <ul style="list-style-type: none"> ▪ Year 1: An average of .5 FTE or greater in the 20/21 academic year and returning for the following academic year (regardless of contract type) ▪ Year 2: An average of .5 FTE or greater in the 21/22 academic year and returning for the following academic year (regardless of contract type) ○ Professional Academic Staff ○ University Staff – Continuous or Project • Have a hire date on or before July 1, 2020 for the increase effective January 1, 2022 and a hire date on or before July 1, 2021 the increase effective January 1, 2023.

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- Have a performance evaluation on record that supports solid and/or meritorious performance.
 - For the increase effective January 1, 2022, the following measurement period will be used to determine solid performance:
 - For Faculty/Limited/Professional Academic Staff/University Staff – Record of solid performance will be based on performance during the 2020 calendar year as documented in the ePerformance system
 - For Instruction Academic Staff – Record of solid performance will be based on performance during the 2020-2021 academic year as documented in the evaluation method the respective college uses
 - For the increase effective January 1, 2023, the 2021 Performance Evaluation in ePerformance will be used for all eligible faculty and staff.

- All supervisors must have performance evaluations completed for their direct reports. Supervisors that have not met the annual deadline to complete evaluations may be ineligible for a pay plan increase.

- All online compliance training is completed on [UW System Administrative Policy 1032: Information Security Awareness](#) and [Preventing Sexual Violence and Sexual Harassment \(RPD-14-2\)](#) and Mandated Reporter

- Outside Activities Reporting is in compliance for Faculty and Academic Staff

Employees that are not eligible include:

- Temporary employees
- Graduate Assistants
- Student Workers
- Employees paid on a lump sum basis only
- Employees that are part of a collective bargaining unit
- Employees that are part of an approved step increase program
- 100% Grant-funded positions – While pay plan funding cannot be used for grant-funded positions, the department may choose to fund

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	<p>the same amount of increase the employee would have received via pay plan assuming all other criteria are met.</p>
Salary Adjustments:	<p>Pay adjustments upon eligibility:</p> <ul style="list-style-type: none"> • Compensation adjustments will be made based on the employee’s compensation rate in the November prior to the January increase. • Employees that change roles after July 1st of the year prior to the increase effective date may have eligibility impacted. Those that are awarded a new position as a result of a full recruitment will not be eligible for a pay plan increase for that year. Those that receive a raise or change in title as a result of progression or reclassification and the content of the work is the same or very similar, will be eligible for a pay plan increase. • University Staff: The approved increase percentage is applied to the hourly pay rate. • Academic Staff, Faculty, and Limited Appointees: The approved increase percent is calculated on annual base salary and prorated based on the budgeted percentage of full-time equivalency (FTE). • Interim and acting appointments are not eligible for the pay plan, however if holding another eligible appointment, the amount that would be given to the eligible appointment will be temporarily applied to the interim position. • An employee who is on an unpaid leave of absence as of the effective date and who qualifies for the adjustment will receive their increase upon return to pay status.
Cross Reference:	<p>UW System Administrative Policy 1278 – UW System Pay Plan Distribution Framework for the University Workforce https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/uw-system-pay-plan-distribution-framework-for-the-university-workforce/</p> <p>The University of Wisconsin Oshkosh Faculty and Academic Staff Handbook GEN 2.2: Salary Adjustment Guidelines http://www.uwosh.edu/provost/Main%20Highlight/handbooks/online-faculty-staff-handbook/general-personnel-materials-faculty-and-academic-staff/gen-2-compensation-considerations/gen-2-2-salary-adjustment-guidelines</p>

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