

UW Oshkosh Pay Plan Guidelines	
Subject:	2023-2025 Pay Plan Distribution
Authoring Dept:	Office of Human Resources & Workforce Diversity
Creation Date:	July 6, 2023
Date of Last Revision:	September 25, 2023
Purpose:	To identify process guidelines for distribution of the UW System 2023-25 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 effective dates are anticipated to be 7/1/23 and 7/1/24, with a 4% and 2% increase respectively. Final approval will come from JCOER.</p> <p>Increases will be distributed based on both UW System Administrative Policy 1278 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> <p>For the 2023-2025 Pay Plan, the Chancellor will withhold 15% for discretionary purposes from the first installment. The remaining amount will be distributed equally amongst all solid performers, which has been approved by the Chancellor as an exception from GEN 2.2. Discretionary funds will be used for parity adjustments for faculty based on the document adopted by Faculty Senate named “Salary Equity Process Technical Document – Faculty”.</p>
Eligibility:	Employees are eligible based on the following criteria:
<i>Classification</i>	<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 22/23 academic year and returning for the following academic year (regardless of contract type) ▪ Year 2: An average of .5 FTE or greater in the 23/24 academic year and returning for the following academic year (regardless of contract type)

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	<ul style="list-style-type: none"> ○ Professional Academic Staff ○ University Staff – Continuous or Project
<i>Hire Date</i>	<ul style="list-style-type: none"> • Have a hire date on or before October 31, 2022, for the increase effective July 1, 2023 and a hire date on or before October 31, 2023 for the increase effective July 1, 2024.
<i>Performance/Merit</i>	<ul style="list-style-type: none"> • Have a performance evaluation on record that supports solid and/or meritorious performance. This evaluation must be documented and completed in the electronic performance management system. • For the increase effective July 1, 2023, the Overall Rating for the 2022 Performance Period will be used to determine solid performance. • For the increase effective July 1, 2024, the Overall Rating for the 2023 Performance Period will be used to determine solid performance.
<i>Compliance</i>	<ul style="list-style-type: none"> • 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 compliance training is completed per the Mandatory Employee Training policy (UW System Administrative Policy 1293). Required trainings include: <ul style="list-style-type: none"> ○ Mandated Reporter ○ Preventing Sexual Harassment & Violence ○ Information Security Awareness • Outside Activities Reporting is in compliance for Faculty and Academic Staff.
<i>Ineligible Employees</i>	<p>Employees that are not eligible include:</p> <ul style="list-style-type: none"> • Temporary employees, Graduate Assistants and 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 – <i>While pay plan funding cannot be used for grant-funded positions, the department may choose to fund the same amount of increase the employee would have received via pay plan assuming all other criteria are met.</i>

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Salary Adjustments:	<p>Pay adjustments upon eligibility:</p> <ul style="list-style-type: none"> • Compensation adjustments for the first installment will be made based on the employee's compensation rate as of July 2, 2023. • Employees that change roles less than 6 months 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. 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> <p>UW System Administrative Policy 1293 – Mandatory Employee Training https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/mandatory-employee-training-2/</p> <p>Salary Equity Process Technical Document – Faculty: Sal Equity Process Tech Doc - Faculty.pdf</p>

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