

TO: Andrew Leavitt, Chancellor

FROM: John Koker, Provost and Vice Chancellor 

DATE: December 9, 2019

RE: UWS Pay Plan Compliance Form

On the recommendations of the Faculty Senate, Senate of Academic Staff, University Staff Senate, and Oshkosh Student Association Senate, I am recommending your approval of the UWS Pay Plan Compliance Form.

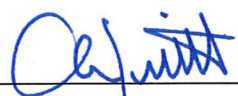
I have attached the policy for your review. Please contact me if you have questions regarding the proposal.

JK/eh

Attachment

Approve

Do not approve



Signature

12/17/2019
Date



**2019-2021 UWS Institution Pay Plan LAB
Compliance Form DRAFT**

Institution

Purpose: Use this form to review institutional compliance with the guidelines outlined in the Pay Plan and minimum requirements established by UW System Admin. Policy 1278 (TC 4)

Institution Name: _____ Date Form Completed: _____

UWSHR Reviewer: _____ Date Form Reviewed: _____

Scope

1. Do the institution's pay plan guidelines expressly state which employees are eligible for pay plan? Yes ___ No ___

If yes, provide link to relevant policy for each employment category:

(Faculty, Academic Staff, Limited Appointees and University Staff – or FA/AS/LI/US)

Performance

1. Do the institution's pay plan guidelines expressly state that employees must be a solid performer in order to be eligible for pay plan and what that means? Do the guidelines provide guidance for determining meritorious performance for pay plan purposes?

Solid Performance: Yes ___ No ___

Describe how performance is documented/evidenced: _____

Link to relevant institutional document(s):

Meritorious Performance:

Yes ___ No ___

Describe how performance is documented/evidenced: _____

Link to relevant institutional document(s):

Eligibility

1. Do the institution's pay plan guidelines expressly name the systemwide mandatory trainings required to qualify or link to that information?

UW System Administrative Policy 1032: Information Security Awareness and Preventing Sexual Violence: Yes ___ No ___

Sexual Harassment (RPD-14-2): Yes ___ No ___

2. Do the institution's pay plan guidelines expressly name any institution-level training or mandates required to qualify or link to that information?

Information Security Awareness and Preventing Sexual Violence: Yes ___ No ___

Sexual Harassment (RPD-14-2): Yes ___ No ___

Other: Yes ___ No ___

3. Do the institution's pay plan guidelines expressly state the hire date required to be eligible for pay plan?

Yes ___ No ___

Describe or link to hire date requirement: _____

Distribution Method

1. Do the institution's pay plan guidelines expressly state whether or not the Chancellor will be earmarking a percentage of the total pay plan?

Yes ___ No ___

If Yes, how much? _____

Link to relevant document(s):

2. Do the institution's pay plan guidelines expressly indicate that the pay plan guidelines have been discussed with all governance groups?

Yes ___ No ___

If yes, Date Discussed _____

Link to relevant document(s):


HR – Presented Policy from System
2019-2021 UWS Institution Pay Plan LAB Compliance Form

1. 2019-2021 UWS Institution Pay Plan LAB Compliance Form

2. REVISION HISTORY

10/22/2019	Faculty Senate
10/24/2019	Senate of Academic Staff
10/23/2019	Oshkosh Student Association Senate
11/13/2019	University Staff Senate

3. CHANCELLOR'S APPROVAL



Chancellor's Signature

12/17/2019

Date