

2017-2019 Pay Plan Implementation Guide for UW-Whitewater
Prepared November 2, 2017

The 2017-19 compensation adjustments for faculty, academic staff, university staff and limited appointees shall be distributed on the basis of solid performance. Adjustments are scheduled for July 1, 2018 and January 1, 2019 (note: dates and amounts are still subject to approval by the Joint Commission on Employment Relations). The distribution must be calculated and entered into the system by April, 2018. Therefore we are requesting that performance reviews of employees are completed and sent to the Human Resources and Diversity office by January 15, 2018 in order to allow sufficient time for processing. This guide has been developed to help ensure the process goes smoothly.

Key Topics:

- To be eligible for the Pay Plan, faculty and staff employees must have started their employment at UW-Whitewater before January 1, 2018.
- The Pay Plan distributions are scheduled for July 1, 2018 and January 1, 2019.
- The salary increases are to be merit based as defined in TC4 found at: <https://www.wisconsin.edu/ohrwd/download/policies/ops/tc4.pdf>
An excerpt is included at the end of this document. The System policy contains a provision that allows chancellors to earmark up to 15 percent of the total pay plan each year for discretionary use. UW-Whitewater has opted not to do this in order to maximize the pay plan benefits for all those employees who are eligible to receive the increase.
- Supervisors who have not provided 100% of their staff's performance reviews are not eligible for their own pay plan increase.
- All employees who have performed at a solid or similar performance level that indicates solid performance will receive the pay increases. Those who performed below solid level will not receive the pay increases.
- Current reviews or those completed by January 15, 2018 will serve for the entire 2017-2019 Pay Plan.

Academic and University Staff:

- The last performance reviews completed will be used as long as the completion date was on or after January 1, 2016. If that review does not provide an overview rating appropriate to the Pay Plan criteria, a [cover memo](#) will need to be provided.
- Any academic or university staff that have not had a review completed by these dates, will need to have a review completed by January 15, 2018 and the review must provide a clear statement of meets or does not meet expectations.

Faculty:

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- Probationary faculty members who have had a consultation or reappointment review on or after July 1, 2016 may use that review in conjunction with a cover memo (forthcoming by November 15, 2017).
- Tenured faculty members who have had a post-tenure review on or after July 1, 2016 may use that review in conjunction with a cover memo that will be available by November 15, 2017.
- Tenured faculty members who have not had a post-tenure review since July 1, 2016 will have to undergo a review that meets the Pay Plan criteria outlined in TC4 above. The process for this review is being developed with Faculty Senate input and will be available by November 15, 2017.

All employees must have an annual performance review on file in the Human Resources and Diversity Office by January 15, 2018 in order to receive the pay plan adjustment. Human Resources and Diversity will track and file all performance reviews and advise division leadership on the progress in their area.

You may use forms you have used in the past as long as they indicate a rating of satisfactory/not satisfactory or meets expectations/does not meet expectations or similar descriptor to indicate solid performance. If not, please use the forms specified above. The pay plan distribution will be based on meeting expectations or solid performance.

Excerpt from the University of Wisconsin System
UPS OPERATIONAL POLICY: TC 4

Any and all compensation adjustments must be based on performance; across-the-board compensation adjustments not based on merit are prohibited. At a minimum, continuing staff who have performed at a satisfactory level shall be entitled to a compensation adjustment from funds set aside to recognize solid performance, except when an employment contract, collective bargaining agreement or administrative practice holds to the contrary.

The 2017-19 compensation adjustments for faculty, academic staff, university staff, and limited appointees shall be distributed on the basis of merit and on the basis of **solid** performance. Chancellors are authorized to earmark up to 15 percent of the total pay plan each year for the Chancellors' discretionary use to meet special compensation needs such as: to reward members of the university workforce for innovative and/or collaborative program delivery, and/or exceptional performance in support of institution goals; and/or to correct pay inequities. *(Note: As stated previously, UW-Whitewater has opted not to do this in order to maximize the pay plan benefits for all those employees who are eligible to receive the increases.)*

Assessment of meritorious performance and **solid** performance for faculty shall be based on a systematic performance evaluation program, which identifies positive contributions by the faculty member to teaching, research, public service and/or the support functions inherent in the

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institution's mission. Assessment of teaching faculty shall include consideration of student evaluations per [Regent Policy Document 20-2](#), Student Evaluation of Instruction.