UW-Whitewater 2019-21 Proposed Pay Plan Implementation

Intent:
This document serves to outline UW System Pay Plan distribution guidelines and describe eligibility, implementation, and process the University of Wisconsin-Whitewater will use to administer the proposed 2019-2021 Pay Plan, if approved. The distribution must be calculated and entered into the system by April 15, 2019; therefore, we are requesting that performance reviews of employees are completed and sent to Performance@uww.edu within Human Resources and Diversity, by April 30, 2019, in order to allow sufficient time for processing.

Policy and Procedure background:
The 2019-2021 UW System Pay Plan Distribution Guidelines for University Workforce is located under UPS Operational Policy TC 4.

The proposed 2019-2021 State of Wisconsin biennial budget includes a “2% + 2%” compensation increase for UW System employees in the 2019-20 fiscal year based on performance and merit as outlined in UPS Operational Policy HR 5.

Employee eligibility:
- Be employed by UW-Whitewater in a qualifying category as outlined in UPS Operational Policy TC 4 effective January 1, 2019
- Have a current (please see Process section for definition of current) performance evaluation on file, on or before April 30, 2019, which indicates an overall rating of “meets expectations”
- Completed the Sexual Harassment Awareness training within the last three (3) years
- Completed the Information Security Awareness training
- Supervisors must have evaluations completed for all of their direct reports
- Interim appointments are not eligible

Implementation:
- Eligible employees receiving pay adjustments for performance, equity, promotion within title series, etc., will receive pay plan computed on salary in place as of March 1, 2019
- Compensation for transfers to new positions for eligible employees will include Pay Plan consideration at time of offer
- If there is a change in employee performance after the original required filing of the performance evaluation the Chancellor has the discretion to stop subsequent pay plan distributions
- UW-Whitewater employees appointed to Interim appointments will receive Pay Plan on primary position only
Process:

• Academic Staff Non-Instructional and University Staff:
  o The last performance reviews completed will be used as long as the completion date was on or after January 16, 2018. If that review does not provide an overview rating appropriate to the Pay Plan criteria, an Evaluation Cover Page will need to be provided.
  o Any academic or university staff who have not had a review completed by these dates, will need to have a review completed by April 30, 2019 and the review must provide a clear statement of “meets” or “does not meet” expectations.

• Faculty and Instructional Academic Staff:
  o Performance Evaluation instructions will be provided by the Office of the Provost; completed evaluations must be submitted to Performance@uww.edu upon completion (final due date TBD).

Related documents:
Performance Evaluation templates http://www.uww.edu/adminaffairs/hr/forms
Sexual Harassment Awareness policy https://www.uww.edu/system-harassment
Information Security Awareness policy http://www.uww.edu/icit/policies-agreements/security-awareness-policy

Approval Details

| Approval Authority: | Janelle Crowley, Chief Human Resources Officer |
| Approval date: | March 15, 2019 |
| Version no: | V5.0 |

Revision History

<table>
<thead>
<tr>
<th>Version</th>
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<th>Description of changes</th>
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<tr>
<td>1.0</td>
<td>1/24/2019</td>
<td>Procedure established</td>
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<tr>
<td>2.0</td>
<td>2/5/2019</td>
<td>Cabinet Review</td>
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<td>3.0</td>
<td>2/14/2019</td>
<td>Included implementation forms and process</td>
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<td>4.0</td>
<td>3/6/2019</td>
<td>Updated FA and Instructional process</td>
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<td>3/15/20199</td>
<td>Due date changed because of System TC-4</td>
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Contact Person/Unit

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Keywords

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