

UW-Whitewater 2019-21 Pay Plan Implementation Preparation

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 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 [UW System Administrative Policy 1278 \(formerly TC 4\)](#).

The proposed 2019-2021 State of Wisconsin biennial budget includes a “2% + 2%” compensation increase for UW System employees in the 2019-21 fiscal years based on performance and merit as outlined in [UW System Administrative Policy 1254 \(formerly HR 5\)](#). The Chancellor at UW-Whitewater has elected to release the 15% of the total Pay Plan option to the employees of the campus.

Employee eligibility:

- Be employed by UW-Whitewater in a qualifying category (FA/AS/LI/US) as outlined in [UW System Administrative Policy 1278 \(formerly TC 4\)](#) effective July 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:**
 - 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
 - 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:**
 - Performance Evaluation instructions will be provided by the Office of the Provost; completed evaluations must be submitted to Performance@uww.edu on or before April 30, 2019.

Related documents:

Performance Evaluation templates <http://www.uww.edu/adminaffairs/hr/forms>

Sexual Violence and Sexual Harassment: [Regent Policy Document 14-2](#)

Information Security Awareness: [UW System Admin Policy 1032 - Information Security: Awareness](#)

Legislative Audit Bureau (LAB) Audit Report 19-5: [LAB 19-5](#)

Approval Details

Approval Authority:	Janelle Crowley, Chief Human Resources Officer
Approval date:	March 15, 2019
Version no:	V6.0

Revision History

Version	Revision date	Description of changes	Author
1.0	1/24/2019	Procedure established	HR HR
2.0 3.0	2/5/2019	Cabinet Review	HR
4.0 5.0	2/14/2019	Included implementation forms and process	HR
6.0	3/6/2019	Updated FA and Instructional process	HR
	3/15/2019	Due date changed because of UW System TC-4	HR
	11/11/2019	Updated Policy References 1277 (TC3), 1278 (TC4), 1254 (HR5), 1032 and employ by date	

Contact Person/Unit

Contact Person/Unit:	Janelle Crowley, Chief Human Resources Officer Amy Sexton, HR Talent Acquisition & Compensation Specialist
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Keywords

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Pay Plan, 1278 (TC4), 1254 (HR5), Performance Management, 1277 (TC3)