**Introduction**

This document serves to outline the UW System Pay Plan distribution guidelines and describe eligibility, implementation, and the process the University of Wisconsin-Whitewater will use to administer the 2021-23 Pay Plan. It is also understood the employment juxtaposition caused by the Pandemic has caused furloughs, irregular work schedules, and telecommuting options for this recommended Board of Regents Pay Plan. According to the previous announcement and newsletter, all performance reviews were due on or before December 10, 2021.

**Policy and Procedure Background**

The 2021-23 State of Wisconsin Biennial Budget from Governor Evers includes a pay plan of 2.0% scheduled for adjustments on January 2, 2022, and 2.0% on January 1, 2023. The Wisconsin State Legislature has passed the state budget, Governor Evers has signed off on the pay plan for eligible employees, and the Joint Committee on Employment Relations [JCOER] passed the 2021-21 Compensation plan on December 21, 2021, **(**[**Wis. Stat. 230.12 (3)(e))**](https://docs.legis.wisconsin.gov/statutes/statutes/230/II/12/3/e)confirming the Pay Plan, with an implementation date of January 2, 2022. Chancellors shall strive to ensure equity across all employee categories [**UW System Administrative Policy 1278 [formerly TC-4].**](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/uw-system-pay-plan-distribution-framework-for-university-workforce/)

The UW System Pay Plan Distribution Guidelines for the University Workforce is located at [**UW System Administrative Policy 1278 [formerly TC-4]**](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/uw-system-pay-plan-distribution-framework-for-university-workforce/)**.** The University of Wisconsin-Whitewater plans to meet the brief timeline for all eligible employees beginning with the date approved by JCOER of January 2, 2021.

**Employee Eligibility**

* Continuing staff, employed by UW-Whitewater in a qualifying category as outlined in UW System Administrative Policy 1278 [formerly TC-4], employed prior to December 5, 2021;
* Is serving in a budgeted position;
* Has a current performance evaluation on file, on or before 12/10/21, which indicates an overall rating of “meets expectations”;
* Completed the Sexual Harassment Awareness training within the last three [3] years;
* Completed their Information Security Awareness training within the past twelve [12] months, and
* Grant funded position may be eligible, based on the granting authority and funding availability.

**Employees Not Eligible**

* Employees who receive exclusively lump sum payments;
* Graduate Assistants, because they are adjusted on or about July 1st of the fiscal year if and, when applicable;
* University Staff Temporary Employee [USTE];
* This Pay Plan does not include those covered by a bargaining agreement [those are handled separately, based on the negotiated amount], and
* Those with less than a 50% combined appointment;

**Process**

Eligible employees for the 2021-23 Pay Plan:

* Will receive pay plan computed on the employee’s base salary in place on December 4, 2021, 2021, or the beginning of their new appointment, before December 5, 2021, unless stated otherwise in their contract;
* If there is a change in employee performance before December 5, 2021, the Chancellor has the discretion to approve or deny the pay plan distribution;
* Employees who are serving in an Interim appointment will receive the Pay Plan on their primary position only;

Related Information:

Information for Faculty and Instructional Academic Staff performance evaluations are provided by the Office of the Provost.

Academic Staff, Limited Staff and University Staff will follow instructions from the Human Resources and Diversity department.

Completed evaluations must be submitted to [Performance@uww.edu](mailto:Performance@uww.edu) on or before December 10, 2020 to be eligible for the pay plan.

UW System Administrative Policy 1278. UW System Pay Plan Distribution Framework for University Workforce

**Approval Details:**

Approval Authority: Janelle A. Crowley, Ph.D., Chief Human Resources Officer

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New 12/21/21 Modified to Current UWS #1278 Janelle Crowley

12/22/21 Chancellor Approval

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