

# Board of Regents Salary Administration Policy

*UWG Campus Town Hall*

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# Connection to Strategic Plan

*The University of West Georgia aspires to be the best comprehensive university in America – sought after as the best place to work, learn, and succeed!*

- UWG Core Values: *Achievement, Caring, Collaboration, Inclusiveness, Innovation, Integrity, Sustainability, Wisdom*
- UWG Strategic Plan Connection
  - *SI-4: Operational success*
    - *Effectiveness*
    - *Sustainability*

# Agenda

- BOR Salary Policy Summary
- Key Points
  - Cumulative Increase
  - Increase Eligibility
  - Approval Process
  - New Position
- Quarterly Processing
- Questions

# BOR Salary Policy Summary

- BOR Policy 8.2.24 Policy on Salary Administration and Incentive Rewards Program
  - [BOR Policy 8.2.24](#)
  - Effective October 1, 2017
  - Applies to Faculty and Staff
- BOR HR Administrative Practice Manual (HRAP): Salary Increase Administration Process
  - [BOR HR Salary Admin Process](#)

# BOR Salary Policy Summary

Cumulative fiscal year adjustments greater than or equal to 10% above the annual BOR policy statement for merit increase must be approved by the Chancellor in advance of communicating or awarding to an employee.

# BOR Salary Policy Summary

**Cumulative fiscal year adjustments** greater than or equal to 10% above the annual BOR policy statement for merit increase must be approved by the Chancellor in advance of communicating or awarding to an employee.

- Cumulative: **total** of all pay adjustments
- Fiscal Year: July 1 through June 30
- Pay increases are dependent on available funding

# BOR Salary Policy Summary

Cumulative fiscal year adjustments **greater than or equal to 10% above the annual BOR policy statement for merit increase** must be approved by the Chancellor in advance of communicating or awarding to an employee.

- Maximum merit amount is communicated by the BOR each year
  - 4% for FY18;  $4\% + 10\% = 14\%$  threshold
- Threshold per BOR policy may change annually

# BOR Salary Policy Summary

Cumulative fiscal year adjustments greater than or equal to 10% above the annual BOR policy statement for merit increase **must be approved by the Chancellor** in advance of communicating or awarding to an employee.

- Chancellor reviews the requested amount and justification
- Chancellor requests 30 days to review
- Expedited approval can be requested



# BOR Salary Policy Summary

Cumulative fiscal year adjustments greater than or equal to 10% above the annual BOR policy statement for merit increase must be approved by the Chancellor **in advance of communicating or awarding to an employee.**

- Pay increases must not be communicated until fully approved
- Effective date of change = first day of the pay period following full approval

# Key Point – Cumulative Increase

- Merit
- Equity
- Market Adjustment
- Reclassification
- Promotion
- New Position
- In-Range Adjustment
- Retention

Pay changes included  
when calculating the

**Cumulative  
Fiscal Year  
Increase**

# Key Point – Cumulative Increase

Pay changes generally excluded when calculating the

## Cumulative Fiscal Year Increase

- Transfer between institutions
- Summer/Overload Pay (Faculty)
- Conversion to 12-month
  - i.e., 9- or 10- to 12-month position
- Part-Time to Full-Time
- Temporary Assignment
- New Position
  - with increase to new pay grade minimum

# Key Point – Definitions

- As defined in the BOR Policy, two commonly used terms at UWG have changed:
  - Retention = In-Range Adjustment
  - Counter Offer = Retention

# Example #1 - Pat

- Earns **\$10,000** annually at the beginning of the fiscal year
- Threshold = up to **14% (4% + 10%) salary increase** without requiring Chancellor approval
- Pay increases through the first half of the fiscal year:
  - 2% merit = \$200
  - 11% equity = \$1,100
  - Total increase = 13% or \$1,300
- Supervisor later requests an in-range adjustment of \$1,000
  - 10% Additional Increase
  - Total = \$2,300 or 23% Cumulative Fiscal Year Increase
- **YES, Chancellor approval is required**

# Key Point – Eligibility for Increase

BOR Procedure Eligibility Requirements		
Successful completion of 6-month probationary period in current role	Received a satisfactory or better rating on the most recent performance review	Have no active or formal disciplinary actions

# Key Point - Approval Process

**Dept**

- Manager/HR consult on pay increase calculation
- Manager prepares justification for request and obtains departmental approvals

**HR**

- Class & Comp Analyst prepares internal & external equity summary

**UWG**

- Institution approvals: Divisional VP; CHRO; CBO; President
- Submits request to BOR

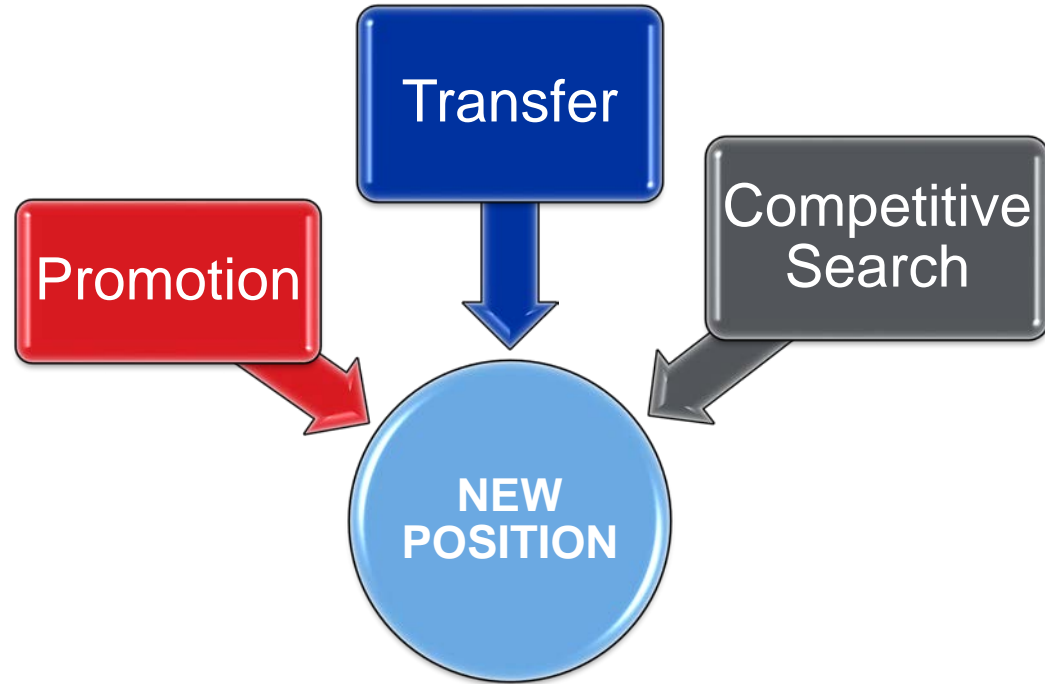
**BOR**

- Reviews request & informs UWG HR of decision
- Minimum 30 Days; can request expedited

**Dept**

- HRBP communicates decision to Manager
- Manager communicates to Employee

# Key Point – New Position





# Key Point – New Position

- Two primary considerations for determining whether Chancellor approval is required:
  - **Annual Threshold**
    - Fiscal Year maximum merit specified by the BOR + 10%
  - **New Pay Grade Minimum**
    - If the new position is in the same pay grade as the employee's former position, only the threshold criteria applies
    - The aspirational minimum is considered for purposes of evaluating BOR approval requirement

# Key Point – New Position

## Determining BOR Approval Requirement for New Position

Is the pay increase greater than the threshold?	YES	YES	NO
Is the new pay rate above the minimum of the new pay grade?	YES	NO	YES
Is BOR Approval Required?	YES	NO	NO

# Example #2 - Taylor

- Earns **\$10,000** annually at the beginning of the fiscal year; Taylor's position is a pay grade 1
- Threshold = up to **14% (4% + 10%) salary increase** without requiring Chancellor approval
- Received a 4% merit increase of \$400
- At the same time merit was awarded, Taylor was selected in a competitive search for a position in a pay grade 4; Taylor is offered **\$14,000** - the minimum of the new grade
- Taylor has received the following this fiscal year:
  - 4% Merit = \$400
  - 40% increase for Promotion = \$4,000
  - Total increase = 44%
- **Chancellor approval is NOT required** - minimum of new grade

# Example #3 - Tracy

- Earns **\$10,000** annually at the beginning of the fiscal year
- Threshold = up to **14% (4% + 10%) salary increase** without requiring Chancellor approval
- Received a 3% merit increase of \$300
- Several months after merit was awarded, Tracy was awarded a promotion for a position with a pay grade 2; the minimum of grade 2 is **\$10,500**
- Tracy was offered **\$11,300**
- Tracy has received the following this fiscal year:
  - 3% Merit = \$300
  - 10% increase for Promotion = \$1,000
  - Total increase = 13%
- **Chancellor approval is NOT required** – total increase below threshold

# Key Point – Quarterly Process

- *In-Range Adjustments and Reclassifications Only*

Quarter	Submit Request by EOM	Evaluate	BOR Approvals	Effective Date
1	July	August	September	October
2	October	November	December	January
3	<i>January</i>	<i>February</i>	<i>March</i>	<i>April</i>
4	April	May	June	July

- Blackout in Q3 – no requests processed
- Example:
  - Manager wants to reclassify a position; must submit the request by the end of April for an effective date in July
  - May and June are used for review and approval processes

Questions?