

**Compensation Policies for University Staff
(Effective July 1, 2015)
Breakout Session**



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

Agenda

- Background
- Definitions
- Key Elements of the Compensation Policies
- Q & A

Background

Why are we changing our compensation policies?

- Beginning July 1, 2015, University Staff (currently Classified Staff) will no longer be covered by many provisions of the state compensation plan and several state employment policies will no longer apply.
- **We are taking this opportunity to provide many of the same flexibilities to Classified Staff/University Staff that other UW-Madison employee categories receive.**

Definitions

Compensatory time

Paid time off the job which is earned and accrued by an employee instead of immediate cash payment for overtime. Compensatory time may be used instead of vacation time and pre-approved absences in which sick leave may have been used.

Exempt Staff

Staff who are not subject to the overtime pay or compensatory time off provisions of federal and state wage laws.

Nonexempt Staff

Staff eligible for overtime pay or compensatory time off according to federal and state law.

Fair Labor Standards Act (FLSA)

A federal law that establishes labor standards for public and private sector employees. It is enforced by the Wage and Hour Division of the U.S. Department of Labor.

Extraordinary Salary Ranges (ESR)

Provides for increasing salary ranges to meet documented recruitment and retention needs in situations where the market rate for a position is found to be higher than the current salary range for a specific title.

Current Provisions:

- Extraordinary salary ranges are only available for Academic Staff and Limited appointee titles based on evidence of market need.

Changes:

- ESR will be available for University Staff titles if there is a market need.

Overloads

Ability to extra compensation for duties outside of one's normal responsibilities.

Current Provisions:

- Classified Staff are subject to different provisions from Unclassified Staff.

Changes:

- University Staff will be covered by the existing provisions for Faculty, Academic Staff, and Limited appointees (\$18,000 or 20% of employee's base salary, whichever is greater, on the fiscal year).

Overloads

About Overloads:

- Overloads are paid to employees that are assuming extra, temporary, responsibilities (outside of normal duties) in addition to their current work responsibilities.
- Can be provided when the employee and his/her supervisors have agreed in advance to the extra duties
- Are also provided in situations where an employee is temporarily working more than 100 percent between two positions
- An appropriate option when extra assignments are short-term, atypical or nonrecurring

Pay Adjustments

Identifies means for adjusting pay.

Current Provisions:

- Pay adjustments for Classified Staff are governed by the state compensation plan and campus policy.

Changes:

- If legislatively approved, UW-Madison will have the ability to provide performance pay.
- UW-Madison will have the ability to provide equity, market, and change-in-duties pay adjustments to University Staff.

Pay Adjustments

Pay
Adjustments
Can Be
Made:

To correct an inequity

To increase a salary that is below the market rate for a position (the division must provide evidence of this)

To reward performance

To compensate for a permanent change in duties

To compensate for a natural career progression

To compensate for a temporary change in duties

To recognize a special qualification, certification or job attribute

Compensation Structure and Pay Upon Appointment

Defines the parameters for setting starting salaries of UW–Madison employees.

Current Provisions:

- Pay upon appointment for Classified Staff is governed by the state compensation plan, and campus policy. Most Classified Staff new hires must be paid at the minimum of the pay range, due to state policy.

Changes:

- Divisions will have the flexibility to set pay upon appointment between pay range minimum and mid-point for University Staff.

Crafts Workers

Identifies compensation and benefits structures for Crafts Workers.

Current Provisions:

- State compensation plan determines pay based on the 2009 prevailing wage, adjusted downward by the value of state-provided employee benefits.

No Changes to Current State

University Staff Overtime

Defines when overtime pay is required or allowable for University Staff as stipulated in the Fair Labor Standards Act (FLSA).

Current Provisions:

- Classified Staff (nonexempt and exempt) receive overtime in compliance with the Fair Labor Standards Act (FLSA), the state compensation plan, and division policy.

No Changes to Current State

University Staff Additional Pay Components

Identifies additional pay components for University Staff, including night and weekend differentials, add-ons, etc.

Current Provisions:

- The State of Wisconsin Compensation Plan provides the ability to award additional pay to nonexempt and exempt Classified staff such as differentials and add-ons.

No Changes to Current State

Continuous Service

Establishes how Wisconsin Retirement System (WRS) service credits, accrued leave, and continuous service are administered.

Current Provisions:

- A continuous service date is required when a UW–Madison employee moves to a new position at UW–Madison or to a UW System institution or to a State of Wisconsin agency. A continuous service date also applies when an employee of a State of Wisconsin agency moves to a position at UW–Madison.

Changes:

- A continuous service date will apply to University Staff Fixed-term Finite employees (formerly Classified Project employees) as long as the person works within the UW. This will take effect as of July 1, 2015.

Sick Leave

Establishes provisions for sick leave eligibility, accrual, usage, and reporting.

Current Provisions:

- Sick leave provisions for Classified Staff are governed by state statute (Chapter 230), state compensation plan and campus policy.

Changes:

- University Staff Fixed-term Finite employees (formerly Classified Staff Project employees) will be able to carryover earned sick leave to subsequent leave-eligible positions within the UW.

Vacation

Establishes provisions for vacation and personal holiday leave, including eligibility, accrual, use, reporting, carryover, paid leave banks, etc.

Current Provisions:

- Vacation provisions for Classified Staff are governed by state statute (Chapter 230) and campus policy.

Changes:

- No change in practice or benefit.
- **University Staff will be able to take vacation within their first six months of employment.**
- University Staff Fixed-term Finite employees (formerly Classified Staff Project employees) will be able to carryover earned vacation to subsequent leave-eligible positions within UW.

Questions?



Thank You!



Thank You!

