



MEMORANDUM

DATE: September 18, 2018

TO: Deans, Directors and Vice Chancellors

FROM: Sarah Mangelsdorf, Provost and Vice Chancellor for Academic Affairs
Laurent Heller, Vice Chancellor for Finance and Administration *UX SCM*

RE: Central Funds for Compensation Adjustments, 2018-19 Academic Year

The central compensation funds in 2017-18 provided some ability to address pressing compensation issues including market deficiencies for faculty and staff. However, UW-Madison continues to trail behind our peers. To continue our commitment in addressing compensation issues and rewarding exemplary faculty and staff, we are proceeding with another round of centralized funding for 2018-19.

We are pleased to announce the continuation of the Block Grant, Discretionary Compensation Fund (DCF), and Performance Bonus Fund. These initiatives allocate central funding to provide pay increases for exceptional performance, market (including retention), and equity. Central funds provided will equal \$11.5 million in total.

We also encourage college, schools, and divisions to supplement the central funding to increase the ability to address compensation issues. This supplementation was important in 2017-18, resulting in more faculty and staff receiving increases (\$21 million more than the allocated \$11.5 million).

These central compensation funds will supplement the 4% phased pay plan increases all faculty and staff will receive. We very much hope that the combination of these funds with a substantial general pay raise, will allow us to make progress on our pay gaps relative to our peers. Please think about how to use these compensation funds to most effectively offset the pay gaps in your area.

In determining how the central funds are used, colleges, schools and divisions should use an integrated review strategy where the pay funding initiatives are considered together (not mutually exclusive). For example, if an employee has done an excellent job on a one-time project but her position is also below peers in the labor market, a performance bonus could be provided for the project work and a salary increase (DCF funding) for the market deficiency. This holistic approach is best practice when considering any pay increases.

Each college, school, and division will develop and make available for faculty and staff a formalized process and timeline for using the central funding. This will include making it clear to faculty and staff how increases are determined. Attached is a sample process that can be used as a resource when developing a specific strategy.

Our faculty and staff are truly the drivers behind all the things we do as a world-class higher-education institution. Providing \$11.5 million of central funding will help to address compensation needs for UW-Madison's outstanding faculty and staff.

Attached to this memo are the following documents:

- *2018-19 Block Grant Guidelines for Faculty Compensation Adjustments, with allocations by unit*
- *2018-19 Discretionary Compensation Fund (DCF) Guidelines, with allocations by unit*
- *2018-19 Performance Bonus Fund Guidelines, with allocations by unit*
- *Sample Compensation Review Process for units*

These documents can be found at www.ohr.wisc.edu

CC: Chancellor Rebecca Blank
Michael Bernard-Donals, Office of the Provost
Jennifer Klippel, Madison Budget Office
Jocelyn Milner, Office of Academic Planning and Institutional Research
Wayne Guthrie, Office of Human Resources

2018-19 Block Grant Guidelines for Faculty Compensation Adjustments

For 2018-19, central campus will internally allocate \$3.5 million for salary base adjustments for tenured/tenure-track faculty and academic staff in nationally competitive markets. The funds will be allocated to schools and colleges as a block grant that will provide maximum flexibility to address retention, equity, performance and market considerations for faculty and nationally competitive academic staff on 101 funds. The school and college allocation amounts are attached.

We expect that some portion of the funding be used to address salary compression at all faculty ranks, and full professor compensation that significantly lags that of peer universities. Failure to address compression and other inequities in units can lead to long-term compensation imbalances, which will be costlier to address later. In addition, we also expect units to use these funds to address equity issues, including race and gender equity.

It is not required that schools and colleges match the 2018-19 block grant funds, but schools and colleges are **strongly encouraged** to supplement block grant funds, especially for compression and post-promotion increases.

Schools and colleges should also consider the compensation funding initiatives (block grant, performance bonus, promotions, and the 2018-2019 pay plan) together when reviewing compensation for faculty. This holistic approach will ensure all aspects of compensation are reviewed as pay decisions are made.

The following guidelines are to be observed in determining and evaluating the use of these funds:

- Final authority for proposing adjustments is delegated to deans. It is expected that deans' offices will work closely with departments to determine who is eligible to receive these funds. Adjustments will be submitted using the provisions in the campus pay adjustment policy (<https://kb.wisc.edu/ohr/policies/page.php?id=53379>). This will include providing justification and documentation to the Office of Human Resources (OHR) through the electronic rate/title change system. Further information about how to process these increases will be forthcoming from OHR (including possibility of mass uploads if preferred).
- Colleges and schools must develop a process and timeline for determining how the pay funding initiatives will be used and inform faculty and staff about the process, and must make the process and timeline available to faculty. Transparency is critical.
- Please keep internal salary equity issues, including compression and race and gender equity, in mind as these allocations are made.
 - See the following link for information on salary equity and compression: <https://provost.wisc.edu/academic-policies-and-guidelines/standard-salary-equity-review-policy/>

- Academic Planning and Institutional Research (APIR) provides schools and colleges with scatterplots and other information to help identify units that lag their national peers, and where salary compression is especially acute.
 - Faculty compensation at peer institutions (market data):
<https://apir.wisc.edu/faculty-staff/faculty-compensation/aaude-faculty-salaries-by-department/>
 - Faculty compensation by UW-Madison school/college and department:
<https://apir.wisc.edu/faculty-staff/faculty-compensation/scatterplots/>

We expect units to use the scatterplot and other data and make adjustments, particularly in cases of compression and equity

- The minimum and maximum increases will be consistent with the campus pay adjustment policy (e.g., market – 3% minimum; performance – 1% minimum with 10% maximum; equity – based on case-by-case analysis).
- Individuals who have already received a 10% performance increase in Fiscal Year 2018 are ineligible to receive an additional base-building performance increase. They are eligible for a market or equity adjustment or up to a 10% lump sum performance payment.
- Adjustments can be processed immediately, and it is allowable to utilize the funds for adjustments previously approved by OHR with an effective date of July 1, 2018 (A-Basis) or August 20, 2018 (C-Basis) or later. **The deadline for spending the funds is February 1, 2019 for A-basis and February 19, 2019 for C-basis faculty.**
- Colleges and schools should use reason codes in the campus pay adjustment policy accurately and effectively. (For example, if a faculty member’s salary is inequitably low or compressed, and the inequity or compression makes that well-performing faculty member a retention risk, the appropriate code would be “equity,” because it most accurately describes the underlying reason for the adjustment.
- Faculty partially funded on 101 funds must be considered. When both 101 and non-101 funds underwrite a faculty salary, the portion of the base adjustment borne by central campus will be the 101 share of the salary; increases from this program cannot change the funding split. (The only exception to this guideline involves cluster faculty whose salaries include 233 or 135 funding.) Adjustments to salaries on non-101 funding must be made with non-101 funds.
- Colleges and schools must provide adjustments on 101 funding of at least their allocated amount to receive their full 101-allocation for the program. Additional central campus funding will not be provided for 101 adjustments in excess of the allocation amount.
- All faculty on 101 funding are eligible for adjustments. Please consider faculty at the assistant, associate or full professor level whose compensation may be compressed or below peer averages for market increases.
- In evaluating specific cases/individuals for use of this funding, please bear in mind that

colleges and schools are permitted and encouraged to use the funds proactively. It is not necessary that an outside offer either exist or be pending for a salary increase. However, colleges and schools must be able to justify the use of the funds in the context of institutional values, including the need to support talented faculty and staff, and mitigate against salary compression and other inequities. This justification should be included in the material submitted in the rate/title change system.

- The following employees are ineligible for adjustments under this funding program:
 - Limited appointees, university staff, and academic staff not in nationally competitive markets
 - Rehired annuitants
 - Employees who have not completed the required UW-Madison Sexual Harassment Prevention training. Please encourage all employees to complete this training as soon as possible. Information on the training can be found here: <https://compliance.wisc.edu/titleix/employee-training/>
 - Employees who were not eligible for the FY19 Pay Plan due to documented performance issues
 - Employees who supervise staff that are not current with their employee performance evaluations

- Fund allocation determination: Seventy-five percent of the faculty Block Grant was allocated based on an average of October 2017 Fund 101 salary dollars and Fund 101 FTE for tenure and tenure-track faculty. Any Fund 101 payroll splits that occurred in non-tenure granting units were mapped back to the faculty member's HR home division. Twenty-five percent of the faculty Block Grant was allocated based on the distance to average peer payroll.

OHR and the Vice Provost for Faculty and Staff will continually review how schools and colleges provide compensation adjustments to faculty. The review is to ensure that use of the funds is consistent with the guidelines in this memo and with our long-term goals of retaining faculty and working to eliminate compression and other compensation inequities. This end-of-year analysis will be considered when unit allocations and distributions are determined in future years.

Row # FY19 Faculty Block Grant Funding Distribution Model

1. *Campus Budget Office*

2.

3.

4. **Model Variables**

5. Total Program Budget **3,500,000**

6. Weighting for FTE in Recommendation 37.5%

7. Weighting for Salary \$ *(Equals 100% - line 6)* 37.5%

8. Weighting for Salary Distance to Peers for Full Professor 25%

9.

10. **Blended**

	Recommended
Organizational Unit	Allocation

11.

12.

13. A07 - COLLEGE OF AGRICULTURAL & LIFE SCIENCES 380,585

14. A12 - SCHOOL OF BUSINESS 177,891

15. A17 -SCHOOL OF EDUCATION 239,156

16. A19 -COLLEGE OF ENGINEERING 389,409

17. A27 - SCHOOL OF HUMAN ECOLOGY 54,154

18. A40 - NELSON INSTITUTE FOR ENVIRONMENTAL STUDIES 20,350

19. A45 -LAW SCHOOL 76,647

20. A48 - COLLEGE OF LETTERS & SCIENCE 1,632,466

21. A53 - SCHOOL OF MEDICINE AND PUBLIC HEALTH 368,641

22. A54 - SCHOOL OF NURSING 30,221

23. A56 -SCHOOL OF PHARMACY 50,600

24. A87 - SCHOOL OF VETERINARY MEDICINE 79,880

25.

26. **TOTAL** **3,500,000**

2018-19 Discretionary Compensation Fund (DCF) Guidelines

For 2018-19, central campus will allocate \$4 million for salary base adjustments for academic staff, university staff, and limited appointees (excluding senior leadership). The funds will be allocated to colleges, schools, and divisions as a compensation fund that will provide maximum flexibility to address retention, equity, performance and market considerations for staff on 101 funds. The college, school, and division allocation amounts are attached.

It is not required that colleges, schools, and divisions match the 2018-19 DCF funds, but organizations are **strongly encouraged** to supplement the DCF funds to further address compensation issues.

Colleges, schools and divisions should consider the compensation funding initiatives (DCF Performance Bonus, living wage adjustments, and the FY 19 pay plan) together when reviewing compensation for staff. This holistic approach will ensure all aspects of compensation are reviewed as pay decisions are made.

It is also the expectation that divisions will use some of these funds to address equity issues, including race and gender equity.

The City of Madison living wage is increasing to \$13.26 effective in January. UW-Madison will increase employees to this amount effective December 23, 2018. Divisions with employees meeting eligibility criteria for living wage increases will receive more details from OHR later this fall.

This fund is for academic and university staff. Limited appointees (excluding senior leadership – see your division HR for the list), are also eligible for increases under this program. Faculty will be eligible for adjustments through the Block Grant program.

The following guidelines are to be observed in determining and evaluating the use of these funds:

- Final authority for proposing adjustments is delegated to deans and directors. It is expected that deans' and directors' offices will work closely with departments to determine who is eligible to receive these funds. Adjustments will be submitted using the provisions in the campus pay adjustment policy: (<https://kb.wisc.edu/ohr/policies/page.php?id=53379>). This will include providing justification and documentation to the Office of Human Resources (OHR) through the electronic rate/title change system. Further information about how to process these increases in more detail will be forthcoming from OHR (including possibility of mass uploads if preferred).

- Colleges, schools, and divisions must develop a timely process for determining how the pay funding initiatives will be used and inform staff about the process. This includes making the process and timeline available to staff. Transparency is critical.
- The minimum and maximum increases using the Discretionary Compensation Fund will be consistent with the campus pay adjustment policy (e.g., market – 3% minimum; performance – 1% minimum with 10% maximum; equity – based on case-by-case analysis).
- Individuals who have already received a 10% base-building performance increase in Fiscal Year 2018 are ineligible to receive an additional base-building performance increase. They are eligible for a market or equity adjustment or up to a 10% lump sum performance payment
- Increases effective prior to January 1, 2019 (A-Basis), December 23, 2018 (H-Basis) and January 4, 2019 (C-Basis) will be limited to within 2.04% of the salary range maximum in order to allow room for the 2019 pay plan adjustment.
- Individuals at the maximum of an extraordinary salary range (ESR) are not eligible for an increase unless new market data is provided to support a change to the ESR. These individuals can receive a performance bonus lump sum.
- When both 101 and non-101 funds underwrite salary, the portion of the base adjustment borne by central campus will be the 101 share of the salary; increases from this program cannot change the funding split. Adjustments to salaries on non-101 funding must be made with non-101 funds.
- Colleges, schools, and divisions must provide adjustments on 101 funding of at least their allocated amount to receive their full 101-allocation for the program. Additional central campus funding will not be provided for 101 adjustments in excess of the allocation amount.
- Colleges, schools and divisions should use the reason codes in the campus pay adjustment policy effectively. For example, if a staff member's salary is inequitably low or compressed, and the inequity or compression makes that well-performing staff member a retention risk, the appropriate code would be "equity," because it most accurately describes the underlying reason for the adjustment.
- Adjustments can be processed immediately and it is allowable to utilize the funds for adjustments previously approved by OHR with an effective date of July 1, 2018 (A-Basis), June 24, 2018 (H-Basis) and August 20, 2018 (C-Basis) or later. **The funds must be spent by February 1, 2019 for A-basis, February 3, 2019 for H-basis, and February 19, 2019 for C-basis.**

- Fixed term (terminal and finite) and part-time academic and university staff, while eligible, should not receive first consideration for adjustments.
- This fund is not to be used for or as a substitute for promotions or base adjustments based on change in job duties/job titles. These adjustments should continue as usual outside of this funding source.
- Directors and deans are strongly encouraged to consider increases for employees in low-wage categories (e.g., office support, blue-collar, and technical support).
- The following employees are ineligible for adjustments under this funding program:
 - Employees on a probationary period or an evaluation period
 - Rehired annuitants
 - Employees who have not completed the required UW-Madison Sexual Harassment Prevention training. Please encourage all employees to complete this training as soon as possible. Information on the training can be found here:
 - <https://compliance.wisc.edu/titleix/employee-training/>
 - Supervisory staff who are not current with their employee performance evaluations
 - Limited employees in senior leadership positions (see Divisional list of excluded employees)
 - Employees who were not eligible for the FY19 Pay Plan due to documented performance issues
- Fund allocation determination: After covering the full Fund 101 cost of the nighttime and weekend differential increase, the discretionary compensation fund was allocated based on an average of October 2017 Fund 101 salary dollars and Fund 101 FTE for academic, limited, and university staff.

In July of 2019, a review will be conducted to determine how colleges, schools, and divisions have used the funds. The findings will inform future pay initiatives.

Row # FY19 Discretionary Compensation Funding Distribution Model

1. *Campus Budget Office*

2.

3.

4. **Model Variables**

5. Total Program Budget **4,000,000**

6. Weighting for FTE in Recommendation **50%**

7. Weighting for Salary \$ *(Equals 100% - line 6)* **50%**

8.

9.

Blended

Recommended

Allocation

10.

Organizational Unit

11.

12. A0110 - UNIVERSITY ADMINISTRATION 24,189

13. A0160 - SECRETARY OF THE FACULTY-GEN 3,061

14. A0170 - SECRETARY OF ACADEMIC STAFF 756

15. A0205 - DIVERSITY, EQUITY & EDUCATIONAL ACHIEVEMENT 55,539

16. A0208 - VICE CHANCELLOR FINANCE&ADMINISTRATION 24,186

17. A0215 - OFFICE OF DATA MANAGEMENT AND ANALYTICS 4,791

18. A0220 - HUMAN RESOURCES 71,280

19. A0224 - UNIVERSITY RELATIONS 42,836

20. A0225 - OFFICE OF STRATEGIC CONSULTING 10,664

21. A0235 - CHAZEN MUSEUM 11,038

22. A0267 - OFFICE OF LEGAL AFFAIRS 22,327

23. A0280 - REC SPORTS INSTRUCTIONAL SUPPORT 3,921

24. A03 - BUSINESS SERVICES 60,267

25. A04 - DIVISION OF STUDENT LIFE 46,333

26. A05 - ENROLLMENT MANAGEMENT 111,133

27. A06 - DIVISION OF INFORMATION TECHNOLOGY 327,855

28. A07 - COLLEGE OF AGRICULTURAL & LIFE SCIENCES 269,587

29. A10 - INTERNATIONAL DIVISION 24,178

30. A12 - SCHOOL OF BUSINESS 98,698

31. A17 -SCHOOL OF EDUCATION 135,000

32. A18 - ART INSTITUTE 8,440

33. A19 -COLLEGE OF ENGINEERING 160,721

34. A27 - SCHOOL OF HUMAN ECOLOGY 28,900

35. A34 - VICE CHANCELLOR FOR RESEARCH & GRADUATE EDUCATION 264,467

36. A37 - COLLABORATIVE FOR LEARNING AND TEACHING 38,537

37. A40 - NELSON INSTITUTE FOR ENVIRONMENTAL STUDIES 14,951

38. A45 -LAW SCHOOL 80,599

39. A48 - COLLEGE OF LETTERS & SCIENCE 566,854

40. A49 - GENERAL LIBRARIES 155,548

41. A53 - SCHOOL OF MEDICINE AND PUBLIC HEALTH 453,125

42. A54 - SCHOOL OF NURSING 74,472

43. A56 -SCHOOL OF PHARMACY 63,699

44. A57 - UNIVERSITY HEALTH SERVICES 17,900

45. A63 - OFFICER EDUCATION 2,072

46. A71 - FACILITIES PLANNING & MANAGEMENT 458,103

47. A77 - UNIVERSITY POLICE 93,616

48. A87 - SCHOOL OF VETERINARY MEDICINE 144,421

49. A93 - DIVISION OF CONTINUING STUDIES 25,937

50.

51.

TOTAL 4,000,000

2018-19 Performance Bonus Fund Guidelines

For 2018-19, the central campus will allocate \$4 million for performance bonuses for faculty, academic and university staff, and limited appointees (excluding senior leadership). The funding will continue to be used to maintain the university's commitment to rewarding performance, and will include employees paid on both 101 and non-101 funds. The college, school, and division allocation amounts are attached.

The one-time performance bonuses can be provided to faculty and staff regardless of funding sources for their positions. This gives deans and directors maximum flexibility to recognize performance for employees who are otherwise not eligible for 101-funded and base-building increases due to the funding source of their salaries.

It is not required that colleges, schools and divisions match the 2018-19 bonus funds, but organizations are **strongly encouraged** to supplement the bonus funds to further address compensation issues.

Colleges, schools, and divisions should also consider the compensation funding initiatives (Block Grant, DCF, and performance bonus) and 2018-19 Pay Plan when reviewing compensation for faculty and staff. This holistic approach will ensure all aspects of compensation are reviewed as pay decisions are made.

The following guidelines are to be observed in determining and evaluating the use of these funds:

- Bonuses should only be provided to faculty and staff who have done exceptional work or service, often above and beyond their job responsibilities. For instance, this may involve work on special projects or providing exceptional service to the unit, the school, or the University. Colleges, schools, and divisions are encouraged to consider qualified individuals who have put extra time and effort into mentoring students and staff involved with campus climate issues, or who put extra work into diversity and inclusion initiatives.
- Colleges, schools, and divisions must develop a process for determining how the pay funding initiatives will be used and inform faculty and staff about the process. Transparency is critical.
- Deans and directors are strongly encouraged to consider bonuses for employees who qualify based on their exceptional performance in low-wage categories (e.g., office support, blue-collar, and technical support) and staff not eligible for Discretionary Compensation Fund (DCF) funding because they are on non-101 funds.
- Final authority for proposing adjustments is delegated to deans and directors. It is expected that deans' and directors' offices will work closely with departments to determine who is eligible to receive these funds. Adjustments will be submitted using the provisions in the campus pay adjustment policy: (<https://kb.wisc.edu/ohr/policies/page.php?id=53379>). This will include providing justification and documentation to the Office of Human Resources (OHR) through the electronic rate/title change system. Further information about how to process these increases will be provided to campus HR representatives (including possibility of mass uploads if preferred).

- The minimum performance lump sum amount is the equivalent of 1% of the employee's base salary (prorated by FTE). The maximum amount is the equivalent of 10% of the employee's base salary. Individuals who have already received a 10% performance increase (base building or bonus) in Fiscal Year 2019, including performance adjustments under the Block Grant or the Discretionary Compensation Fund, are ineligible to receive an additional performance bonus under this program.
- Adjustments can be processed immediately, and it is allowable to utilize the funds for adjustments previously approved by OHR with an effective date of July 1, 2018 (A-Basis), June 24, 2018(H-basis and August 20, 2018 (C-Basis) or later. The funds must be spent by the end of the fiscal year (FY19).
- Category-A academic staff, limited appointees (excluding senior leadership - division HR provided with list), and university staff at the maximum of the pay range for their title are eligible for a bonus under this program.
- Fixed term (terminal and finite) and part-time academic and university staff, while eligible, should not receive first consideration for bonuses.
- This fund is not a substitute for promotions or base adjustments based on change in job duties/job titles. These adjustments should continue as usual outside of this funding source.
- The following employees are ineligible for bonuses under this funding program:
 - Employees on a probationary period or an evaluation period
 - Rehired annuitants
 - Faculty and staff who have not completed the required UW-Madison Sexual Harassment Prevention training. Please encourage all employees to complete this training as soon as possible. Information on the training can be found here: <https://compliance.wisc.edu/titleix/employee-training/>
 - Supervisory staff who are not current with their employee performance evaluations
 - Faculty and staff who were not eligible for the FY19 Pay Plan due to documented performance issues
- Fund allocation determination: Allocation based on an average of October 2017 salary dollars and ALL FUNDS FTE for faculty, academic, limited, and university staff for all fund sources.

In July of 2019, a bonus review will be conducted to determine how schools, colleges, and divisions have used the funds. The finding will inform future pay initiatives.

Row # FY19 Performance Bonus Funding Distribution Model

1. *Campus Budget Office*

2.

3.

4. Model Variables

5. Total Program Budget **4,000,000**

6. Weighting for FTE in Recommendation **50%**

7. Weighting for Salary \$ *(Equals 100% - line 6)* **50%**

8.

9.

Blended

**Recommended
Allocation**

10. Organizational Unit

11.

12. A0110 - UNIVERSITY ADMINISTRATION 11,771

13. A0160 - SECRETARY OF THE FACULTY-GEN 1,303

14. A0170 - SECRETARY OF ACADEMIC STAFF 560

15. A0205 - DIVERSITY, EQUITY & EDUCATIONAL ACHIEVEMENT 19,887

16. A0208 - VICE CHANCELLOR FINANCE&ADMINISTRATION 12,860

17. A0215 - OFFICE OF DATA MANAGEMENT AND ANALYTICS 1,868

18. A0220 - HUMAN RESOURCES 22,644

19. A0224 - UNIVERSITY RELATIONS 19,238

20. A0225 - OFFICE OF STRATEGIC CONSULTING 3,683

21. A0235 - CHAZEN MUSEUM 4,204

22. A0267 - OFFICE OF LEGAL AFFAIRS 7,529

23. A0280 - REC SPORTS INSTRUCTIONAL SUPPORT 1,545

24. A03 - BUSINESS SERVICES 30,528

25. A04 - DIVISION OF STUDENT LIFE 23,794

26. A05 - ENROLLMENT MANAGEMENT 39,676

27. A06 - DIVISION OF INFORMATION TECHNOLOGY 162,525

28. A07 - COLLEGE OF AGRICULTURAL & LIFE SCIENCES 271,071

29. A10 - INTERNATIONAL DIVISION 20,364

30. A12 - SCHOOL OF BUSINESS 103,848

31. A17 -SCHOOL OF EDUCATION 169,163

32. A18 - ART INSTITUTE 3,337

33. A19 -COLLEGE OF ENGINEERING 203,221

34. A27 - SCHOOL OF HUMAN ECOLOGY 35,487

35. A34 - VICE CHANCELLOR FOR RESEARCH & GRADUATE EDUCATION 269,758

36. A37 - COLLABORATIVE FOR LEARNING AND TEACHING 12,962

37. A40 - NELSON INSTITUTE FOR ENVIRONMENTAL STUDIES 14,667

38. A42 - ATHLETICS 113,266

39. A45 -LAW SCHOOL 41,428

40. A48 - COLLEGE OF LETTERS & SCIENCE 576,157

41. A49 - GENERAL LIBRARIES 51,043

42. A53 - SCHOOL OF MEDICINE AND PUBLIC HEALTH 1,049,479

43. A54 - SCHOOL OF NURSING 33,859

44. A56 -SCHOOL OF PHARMACY 38,187

45. A57 - UNIVERSITY HEALTH SERVICES 41,792

46. A63 - OFFICER EDUCATION 654

47. A71 - FACILITIES PLANNING & MANAGEMENT 258,336

48. A77 - UNIVERSITY POLICE 30,694

49. A80 - REC SPORTS 7,074

50. A85 - UNIVERSITY HOUSING 95,728

51. A87 - SCHOOL OF VETERINARY MEDICINE 109,183

52. A93 - DIVISION OF CONTINUING STUDIES 32,830

53. A96 - WISCONSIN UNIONS 52,795

54.

55. **TOTAL 4,000,000**

Compensation Review Process (Sample Process)

UW-Madison is again providing FY 2019 central funding to colleges, schools, and divisions to facilitate compensation adjustments and one-time performance bonuses. College X is excited to use this funding to address compensations issues including awarding faculty and staff exceeding expectations.

College X will proceed with the following process to utilize this funding for college pay adjustments.

- Each department/center will receive a funding allocation (broken down by ongoing and one-time bonus funding) and a listing of eligible faculty and staff. The funding amounts will be based on the number of faculty and staff in the department/center.
- Faculty/supervisors will holistically review the contributions faculty and staff have made and advance recommendations (names, justifications for base-adjustments and one-time performance bonuses, and amounts) to the chair or director by (insert date). The below guiding principles will be used when recommending adjustments and/or bonuses.
 - (College inserts principles related to exceptional performance, achieving college initiatives, demonstrating college values, etc.)
- Chair/director will convene a small committee to review the recommendations and decide who should receive the pay adjustments and performance bonuses.
- Final list of faculty and staff receiving pay adjustments and performance bonuses will be forwarded to the Dean's Office by (insert date). Specifics of awardees will include name, justifications, and amounts. The aggregate adjustments and bonus amounts submitted cannot exceed the department or center allocation amount. However, there is the ability to exceed the funding if a department or center wants to use supplemental funds (encouraged).

Some funding has been set aside at the Dean's office for unexpected retention issues. If a department/center has this need after spending their central funds, contact the Dean's office to discuss using this special fund.

Some basic campus-wide parameters for the funding include:

- Faculty and staff must have completed their Sexual Harassment Prevention training to be eligible for increases. Go to: <https://compliance.wisc.edu/titleix/employee-training/>
- Priority will be given to employees who did not receive a bonus or pay adjustment in FY18.
- Eligible employees must hold an ongoing or renewable position and must have a 50% or greater FTE position.
- Rehired annuitants are not eligible for bonuses under this funding program.
- This fund is not a substitute for promotions or base adjustments based on change in job duties/job titles. These adjustments should continue as usual outside of this funding source.

Bonus program falls under the campus [pay adjustment policy](#) (all provisions apply). If you have questions, please contact XXX. (Campus Performance Bonus Fund provisions attached)