Question 1: How do I know if I am eligible for an adjustment?

Answer:

**Academic Staff and Limited** – All academic and limited staff are eligible for adjustments except as follows

a. Category A academic and limited staff may not exceed their pay range maximums.
b. Employees with fixed-term terminal, hourly, or lump sum appointments.
c. Re-employed annuitants.

Employees who began employment on or after July 1, 2011 (i.e., it is assumed they were hired at competitive rates) should not receive first consideration, but are eligible for increases.

**Faculty** – Although all faculty are eligible, those hired at market rate within the last 2-3 years or who received a market rate base adjustment for retention purposes within the last 2-3 years should not receive first consideration

**Classified Staff** –
All classified permanent and project employees are eligible to be considered for an adjustment/lump sum except the following employees, who are considered **ineligible:**

- Employees in Crafts Worker and related positions.
- Employees in supervisory positions who have not completed formal performance evaluations on all subordinate employees within the past 12 months.
- Any employee whose job performance has been rated below satisfactory in the previous fiscal year.
- Limited Term Employees.

It is assumed that employees in broadband pay schedules who were hired within last 12 months, were hired at competitive rates. These employees will only be considered for an adjustment under exceptional circumstances.

Question 2: For classified and unclassified staff, how will decisions be made about who gets an increase?

Answer: Decisions about the use of the CCF will be decided by the dean/director of each division. Typically, that means the managers in your unit/department will make recommendations to the dean or director. The dean or director will make the final decision.
Question 3: For classified and unclassified staff, who has the final approval for adjustment requests?
Answer:
*Academic Staff, Limited and Faculty:* Final approvals will be delegated to the dean or director. Only requirement involves reporting adjustments to APO.

*Classified:* The approval process for these requests will follow the same approval process found in the Discretionary Merit Compensation Policy (http://www.ohr.wisc.edu/HR_Memos/DMC_Policy&Instructions_3-24-12.pdf).

Question 4: What is Discretionary Merit Compensation (DMC)?
Answer: Discretionary Merit Compensation is a provision in the 2011-13 State of Wisconsin Compensation plan that gives state agencies the authority to award compensation to classified staff for merit, retention and/or pay equity. There are some classified staff who are ineligible for these adjustments based upon their job title or because they do not meet other criteria. The DMC adjustment is the tool that will be used to provide increases under the CCF program.

Question 5: Are faculty, classified, academic staff and limited employees competing for the same money?
Answer: No. Divisions have been given authority to fund adjustments for each employee category, so there is no competition with employees in other categories.

Question 6: There are many examples of exceptional performance listed in the policy. Do they apply only to faculty? Most of our academic and classified staff are not eligible for those awards.
Answer: Yes, the examples provided in the policy only apply to faculty. Meritorious performance for academic and classified staff is defined by the unit, department or division in a way that makes sense for the job.

Question 7: When will the increases be effective?
Answer:
*Academic Staff, Limited & Faculty-* Adjustments may be effective as early as July 1, 2012 for those on 12-month appointments and August 27, 2012 for those on 9-month appointments. However, we anticipate that departments will require some time to draft recommendations and have them approved. Adjustments cannot be made retroactively. The earliest effective date for those on 12-month appointments will be the first day of the month following receipt of the department's recommendation by the dean's/director's office. For those on 9-month appointments...
appointments, the earliest effective date will be the first day of the payroll period following receipt of the department's recommendation by the dean's/director's office.

Classified-
The effective date for a base-building adjustment is the beginning of the pay period following effective receipt of the recommendation. The effective date for a lump sum adjustment will be the date the payment is made following approval by the Office of State Employment Relations. Please see the Discretionary Merit Compensation Policy for additional information.

Question 8: How much of an increase/adjustment can I receive?
Answer: CCF Adjustment minimums have been established.

- **Academic Staff/Limited:** individual salary increases cannot be less than 5% of an employee’s current salary or $3000, whichever is higher.
- **Classified Staff:** individual salary increases/lump sum payments cannot be less than 5% of an employee’s current salary or $1,500, whichever is higher.
- **Faculty:** individual salary increases cannot be less than 5%.

Maximum adjustment amounts can vary by the individual. In order to determine the maximum adjustment you can receive, you can contact your immediate supervisor and/or the HR administrator for your department/division/center.

Question 9: Who should I contact if I have more questions about whether I am eligible or will be receiving an adjustment?
Answer: Please direct questions to your immediate supervisor and/or the HR administrator for your department/division/center.

Question 10: Will these awards be tracked to make sure that staff funded by non-101 funds are receiving pay increases under the CCF?
Answer: Yes, divisions will be tracking this information as they review and approve requests, and central campus HR and the Madison Budget Office will also be monitoring the adjustments.