

Chapter 10 COMPENSATION

10.02 EXTRAORDINARY SALARY RANGES

Introduction

Although the unclassified salary range structure is designed to accommodate general market demands for unclassified staff, there are extreme market conditions for certain positions which require the approval of an Extraordinary Salary Range (ESR) in order to address documented recruitment and retention needs.

An Extraordinary Salary Range (ESR) is an approved range that is greater than the assigned range for the title. An ESR is associated to one of the following:

- 1) an incumbent in the position,
- 2) a title (e.g. Clinical Anesthetist) or
- 3) a portion of a title series (only Nurse Practitioners within the Clinical Nurse Specialist Series).

Criterion

An ESR is used to provide pay flexibility when extreme market conditions exist for certain positions that require an ESR to address **recruitment** and **retention** needs. To justify the ESR, the request must include the evidence of a retention/recruitment problem and market data showing the maximum of the range is below market (e.g. salary surveys - developed survey data on salaries paid for comparable positions in the external market).

ESR Preparation

The following documents must be submitted for APO's review.

1. Memorandum/letter from the division justifying the need for an ESR.
2. Relevant market data to substantiate the need for an ESR must be submitted. The divisions should submit a published or developed survey data on salaries paid for comparable positions in the external market. If there is CUPA or AAUDE data, it must be included.
3. A current Position Vacancy Listing (PVL) and an organizational chart indicating the location of the position is needed if the ESR is being established for a new position.

Notes

1. When requesting approval for a range, divisions should also consider current pay inequities and compression possibilities. If the ESR is for an entire title, all divisions using that title must support the ESR request.
2. ESR requests are not subject to increases based on pay plan updates. To increase an ESR, a new request with new market data must be submitted. IT titles are the exception, because they are based on the classified IT titles.

** Authority has been delegated to APO for final approval (effective July 15, 2011).

Reference:

- Link to current ESR for titles: <http://www.ohr.wisc.edu/polproced/UTG/SalRng.html#excategorya>
- Link to Unclassified Title Guidelines to review unclassified salary range structure <http://www.ohr.wisc.edu/polproced/UTG/SalRng.html>
- Link to UTG <http://www.ohr.wisc.edu/polproced/UTG/Tblcnts.htm>