

On Aug 2, 2013, at 5:00 PM, "Bob Ennes" <[wrigley@uw.edu](mailto:wrigley@uw.edu)> wrote:

All,

As you know the University has approved salary increases effective 9/1/13 for most professional staff and faculty. This email describes Health Sciences Administration's interpretation and application of the increase process and related policies. Additional policies, procedures and HSA guidelines regarding ingrade increases are also included in this message.

### **Mandatory Minimum Increases**

The Professional Staff Compensation Plan has adjusted the salary ranges for some grades. See the attached Prostaff Pay grades spreadsheet for the new ranges. As part of this process, some employees are currently compensated below the new required minimum salary for a particular grade. The attached HSA Mandatory Minimums spreadsheet shows the affected employees for ADAI, CHDD, EH&S, Hall Health, OAW, HSAS&F, and the Primate Center. These employees will automatically receive an increase to the mandatory minimum effective 9/1/13. HSA will make any needed adjustments to the salary module. Supervisors proposing merit increases for these adjusted employees should use the new mandatory minimum salary as the basis for additional compensation. GOF/DOF salary increases will be funded centrally. All other increases must be funded with other available departmental funds.

### **Professional Staff Increases**

Provost Cauce included the following information in her Salary Adjustment memo (see attached); **"A total salary pool of 4.0% is available for merit salary adjustments for professional staff employees. These salary adjustments will be implemented using the salary module and will be effective September 1, 2013.**

**Professional staff employees who meet performance expectations will receive a minimum 2% regular merit salary adjustment. Professional staff who were hired, promoted, or have received retention/in-grade increases between June 1, 2013 – August 31, 2013 are generally not eligible for the September 1 merit increase.**

**An additional 2% will be authorized for Vice Presidents, Vice Provosts, Deans, Chancellors, Directors and Chairs to award based on merit, meaningful distinctions related to relative performance within their unit, and/or to address market and equity issues. Performance expectations, ongoing feedback, and performance evaluations should have laid the foundation for determinations of merit adjustments.**

**Documentation supporting salary adjustments should be retained at the unit level and must include sufficient detail to confirm that a performance evaluation has occurred in the last year as required by the Professional Staff Program. It is recommended that individual performance evaluations be completed by August 31, 2013."**

### **SALARY increase FAQs**

**What is meant by a "salary pool"?** For each GOF/DOF budget, you will receive an allocation equal to 4% of the total budgeted salary to allocate only amongst employees paid within that particular budget. You will also receive the associated increase in benefits funding. You may not exceed the 4% total allocation for any budget. You may not move salary increase allocation funds across budget types, meaning that you can't move funds

from between a GOF budget and a DOF budget, but you may move between two GOF budgets or two DOF budgets.

For non-GOF/DOF salaried employees, there is no “pool”. Funds will not be allocated centrally to you. You must provide any funding for non-GOF/DOF raises out of your current funds. However, you may not exceed a total of a 4% increase in salary funding for any particular budget. All increases in benefits will also be paid out of current funds.

**How do we handle employees paid partly by budgets outside your unit?** Please coordinate with the other salary unit to determine a mutually acceptable salary increase. Health Sciences Administration can assist if needed. Please contact Bob Ennes or Steve Boerstler for assistance early in the process.

**How will the increases be communicated to HSA?** HSA will enter all increases for all units into the salary module. Before that occurs, Steve Boerstler will provide your unit with a document showing all of your employees by budget and individual salary. We expect to provide this document to you next week. We will provide it to you as soon as we receive it from Planning & Budgeting.

Action Point: Note the amount of any proposed salary increase on this document and return the document back to me by **Friday, 8/23, 5:00 pm. If no salary increase is anticipated, note NA on the applicable line item.** Once received, I will review the proposed increases for compliance with the above policies and forward them to Steve. Steve will then enter them into the salary module. Approved increases will take effect on 9/1/13. There will be no exceptions to the stated 8/23 deadline; please plan accordingly. Steve will provide full instructions regarding the completion of this document.

## **Faculty Increases**

For faculty increases, the Provost has provided the following guidance; **“A total salary pool of 4.0% is available for merit salary adjustments for faculty members. The first step in the distribution process is ensuring that all continuing faculty members have been evaluated for merit, including part-time lecturers, clinical faculty-salaried, teaching associates, and research associates. All faculty members who are determined to be meritorious will receive a minimum 2% regular merit salary adjustment unless they received a prior salary adjustment that precluded further adjustment. Faculty members who were not determined to be meritorious must be identified and will not receive a salary adjustment.**

**As I indicated in my February 20, 2013 communication, it has been our goal to be able to award regular merit as well as additional merit. I am pleased to be able to confirm that 2% is available for additional merit. It is my expectation that, in general, each meritorious faculty member will be recommended for at least 1.5% additional merit (three quarters of the allocation). Recommendations of less than 3.5% merit (2% regular merit and 1.5% additional merit) must be accompanied by an explanation for the smaller allocation. Examples of exceptions that do not require further elaboration include the fact that the faculty member has received a retention increase within the past three years, or that the faculty member has been employed for less than a year. Schools, colleges, and campuses have the option to evenly distribute all of the additional merit to all meritorious faculty members or to differentiate the .5% additional merit (one quarter of the allocation) based on factors of merit, compression, and equity. In some units, where there have been few retention increases and where all faculty members have high levels of merit, a more even distribution of the funds may be most appropriate. In other units, where retentions and new hires were more common, such funds may be best targeted toward faculty experiencing significant compression or inequities or high merit faculty whose**

salaries have fallen further behind. It is my expectation that you have consulted with your elected faculty councils, department chairs and executive leadership on this important decision.

The average merit salary adjustment for all faculty members within your units will be 4.0%, and be funded from school, college, or campus administered resources. Funds in vacant positions or merit funds not awarded to faculty members may be reallocated to provide additional merit to deserving, highly meritorious, continuing faculty. Faculty in research, WOT, and other regular non-state/non-tuition-funded positions (including the B portion of an A/B salary plan) should be considered for the above described merit salary adjustments; with funding for the salary adjustment coming from the applicable grant, contract, or other alternative source of funds.

The Provost's Office reviews all salary proposals and will request additional documentation, if necessary. The salary adjustments will be implemented using the salary module.  
**Merit salary adjustments will be effective September 1, 2013."**

The HSA process for these increases is the same as described above in the Professional Staff section.

#### **FUTURE IN-GRADE SALARY ADJUSTMENTS – PROFESSIONAL STAFF**

The 2013-15 state budget restores a unit's ability to request "in-grade" adjustments for professional staff. If you plan to request in-grade adjustments, use the in-grade section of the professional staff Compensation Change Request Form and consider implementing in-grade adjustments following the merit process, effective September 16, 2013 or later. Further information on in-grade adjustments and the Compensation Change Request Form can be found at: <http://www.washington.edu/admin/hr/ocpsp/prostaff/positionrvw.html>.

Any requests for in-grade adjustments on or after September 1 should use the post-merit salary as the current monthly salary on the compensation change request form. In order to ensure the correct salary data is used for calculating and approving in-grades (with an effective date of September 1 or later) in-grade approvals will be held until after the updated budget module data is available in HEPPS. Please keep in mind that no OPUS appointment number or full-time rate changes may be made between August 22 and September 10.

#### **What is an in-grade request?**

In general, it is a salary increase within the current grade that may be approved:

- When the level of duties and responsibilities have increased but are still within the current grade;
- For meritorious performance resulting in an increased level of functioning;
- When market-related pressures warrant an increase;
- Because a non-University employer is actively recruiting an employee or because an employee has received an actual, documented offer of employment from a non-University employer; or
- Because misaligned salary relationships have produced an inequity.

HSA must approve all requests made by units. Requests are more likely to be approved if they fall under one of the following concern areas:

- Salary Compression – When new employees are hired close to or above the rate of a current employee in the same job. This is more common when there are no raises over a period of time

- Salary Alignment Issues – When there are wide ranges in salaries among staff doing similar work which don't reflect the relative skills, experience and sustained excellent performance of an employee. For example, employee A has worked for the UW for 20 years doing the same work as employee B and where A's performance is consistently rated good or excellent. Employee B has only 3 years of experience but makes 15% more than Employee A.
- Offer From Another Employer - An employee has an offer letter from another employer attempting to hire him/her. This only applies to offers from employers outside the UW system.

Note: All in-grade requests *must* include a description of the source of funds proposed to support any salary increase.

Independent of the in-grade process, you are always able to submit position review requests for professional staff employees whose duties and responsibilities appear to be at a higher grade level or under a different ProStaff payroll title.

**Process for requesting an in-grade increase:**

- Using your departmental policies and being mindful of HSA guidelines above, determine if an employee fits within the criteria for an in-grade increase.
- Complete "Professional Staff Compensation Change Request Form" found at: <http://www.washington.edu/admin/hr/forms/>
- Follow directions on form and complete sections A,B,C,F, and G.
- Acquire approval signatures per your unit's policy
- Electronically forward to HSA for final approval; [Wrigley@uw.edu](mailto:Wrigley@uw.edu)

If approved, HSA will electronically return the completed form to your unit with a copy to Compensation.

Feel free to direct any questions that you have to me or Steve. I'm out of town next week, but will be checking email regularly and available via cellphone.

Bob Ennes  
Interim Director  
Administration & Finance  
Health Sciences Administration

University of Washington  
[wrighley@u.washington.edu](mailto:wrighley@u.washington.edu)  
206-543-7918