

# Board of Regents Salary Administration Policy

*All-Campus Communication*

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# Connection to Strategic Plan

*The University of West Georgia aspires to be the best comprehensive university in America – sought after as the best place to work, learn, and succeed!*

- UWG Core Values: *Achievement, Caring, Collaboration, Inclusiveness, Innovation, Integrity, Sustainability, Wisdom*
- UWG Strategic Plan Connection
  - *SI-4: Operational success*
    - *Effectiveness*
    - *Sustainability*

# Agenda

- BOR Salary Policy Summary
- Key Points
  - Cumulative Increase
  - Increase Eligibility
  - Approval Process
  - New Position
- Quarterly Processing
- Questions

# BOR Salary Policy Summary

- BOR Policy 8.2.14 Policy on Salary Administration and Incentive Rewards Program
  - [BOR Policy 8.2.14](#)
  - Effective October 1, 2017
  - Applies to Faculty and Staff
- BOR HR Administrative Practice Manual (HRAP): Salary Increase Administration Process
  - [BOR HR Salary Admin Process](#)

# BOR Salary Policy Summary

- Cumulative fiscal year adjustments greater than or equal to 10% above the USG's annual salary and wage guidance require advanced approval by the Chancellor other than instances indicated.
  - The following salary increases greater than or equal to ten percent above the USG's annual salary and wage guidance do not require the Chancellor's approval:
    - Results in a salary below \$100,000.
    - Is a promotional increase at or below the mid-point of the salary grade for the new job classification.
    - Is for a faculty member moving into an administrative role, in which the salary will convert from a nine month salary to 12 month salary, as long as the institution has a consistent formula for faculty administrative appointment salary rate conversions.

# BOR Salary Policy Summary

**Cumulative fiscal year adjustments** greater than or equal to 10% above the USG's annual salary and wage guidance require advanced approval by the Chancellor other than instances indicated.

- Cumulative: **total** of all pay adjustments
- Fiscal Year: July 1 through June 30
- Pay increases are dependent on available funding

# BOR Salary Policy Summary

Cumulative fiscal year adjustments **greater than or equal to 10% above the USG's annual salary and wage guidance** require advanced approval by the Chancellor other than instances indicated.

- Maximum merit amount is communicated by the BOR each year
- Threshold per BOR policy may change annually

# BOR Salary Policy Summary

Cumulative fiscal year adjustments greater than or equal to 10% above the USG's annual salary and wage guidance require **advanced approval by the Chancellor** other than instances indicated.

- Pay increases must not be communicated until fully approved
- Effective date of change = first day of the pay period following full approval
- Chancellor requests 30 days to review
  - Expedited approval can be requested



# BOR Salary Policy Summary

Cumulative fiscal year adjustments greater than or equal to 10% above the USG's annual salary and wage guidance require advanced approval by the Chancellor **other than instances indicated.**

- Chancellor approval NOT required if:
  - [The proposed increase] Results in a **salary below \$100,000.**
  - Is a **promotional increase at or below the mid-point** of the salary grade for the new job classification.
  - Is for a faculty member moving into an administrative role, in which the salary will convert from a nine month salary to 12 month salary, as long as the institution has a **consistent formula for faculty administrative appointment** salary rate conversions.

# Key Point – UWG Approval

- As defined in the BOR Policy, any increase above the threshold requires the President's (or designee's) approval even if Chancellor approval is not required
  - Designee: Chief Business Officer
  - FY19 threshold = 14%  
(14% specified by BOR this fiscal year)

# Key Point – Cumulative Increase

- Merit
- Equity
- Market Adjustment
- Reclassification
- Promotion
- New Position
- In-Range Adjustment
- Retention

Pay changes included  
when calculating the

**Cumulative  
Fiscal Year  
Increase**

# Key Point – Cumulative Increase

Pay changes generally excluded when calculating the

## Cumulative Fiscal Year Increase

- Transfer between institutions
- Summer/Overload Pay (Faculty)
- Conversion to 12-month
  - i.e., 9- or 10- to 12-month position
- Part-Time to Full-Time
- Temporary Assignment
- Promotional Increase
  - up to the new pay grade midpoint

# Key Point – Definitions

- As defined in the BOR Policy, two commonly used terms at UWG have changed:
  - Retention = In-Range Adjustment
  - Counter Offer = Retention

# Key Point – Eligibility for Increase

BOR Procedure Eligibility Requirements		
Successful completion of 6-month probationary period in current role	Received a “Meets Expectations” or better rating on the most recent performance review	Have no active or formal disciplinary actions

# Key Point - Approval Process

**Dept**

- Manager/HR consult on pay increase calculation
- Manager prepares justification for request and obtains departmental approvals

**HR**

- Class & Comp Analyst prepares internal & external equity summary

**UWG**

- Institution approvals: Divisional VP; CHRO; CBO; President
- Submits request to BOR

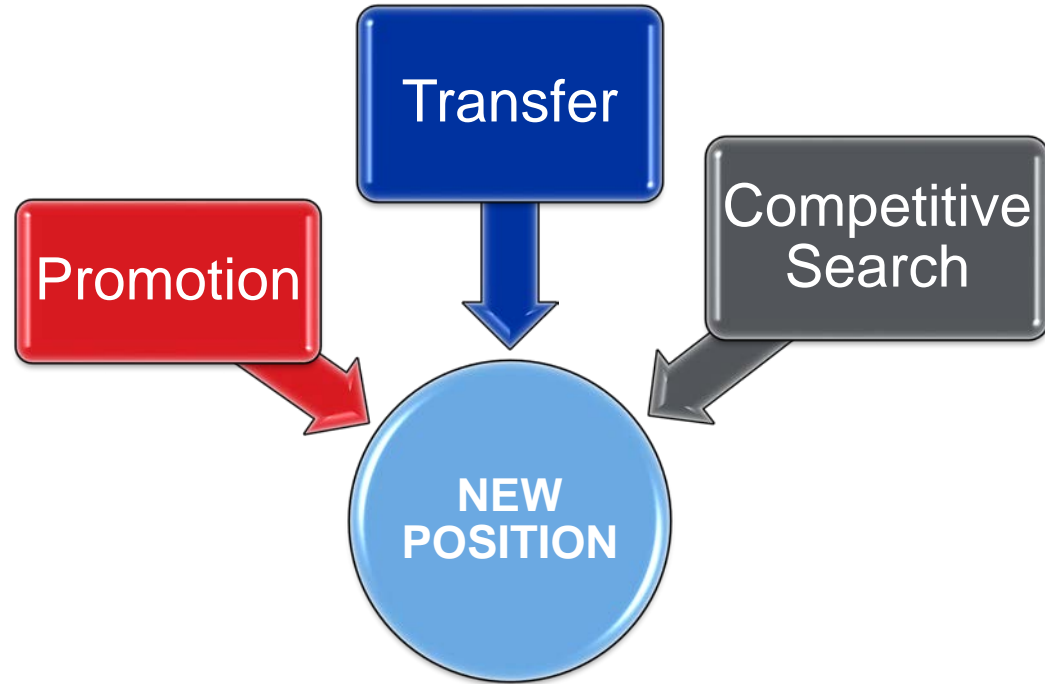
**BOR**

- Reviews request & informs UWG HR of decision
- Minimum 30 Days; can request expedited

**Dept**

- HRBP communicates decision to Manager
- Manager communicates to Employee

# Key Point – New Position





# Key Point – New Position

- Two primary considerations for determining whether Chancellor approval is required:
  - **Annual Threshold**
    - Fiscal Year maximum merit specified by the BOR + 10%
  - **New Pay Grade Minimum**
    - Staff: The aspirational minimum is considered for purposes of evaluating BOR approval requirement
      - If the new position is in the same pay grade as the employee's former position, only the threshold criteria applies
    - Faculty: Target percent of median per CIP code used as the guideline for promotional positions
    - Administrative Faculty: If the combined salary plus stipend exceeds 10% of market data median for the role

# Quarterly Reporting to USG

- Reporting prepared and submitted by HR:
  - Institution Name
  - Employee Name
  - Current job title, pay grade range (min, mid, max), and salary
  - New job title, pay grade range (min, mid, max), and salary
  - Internal median salary for the job classification
  - External (validated) market midpoint salary for the job classification (as applicable)
  - Reason for increase (promotion, reclassification, equity adjustment)
  - Summary HR Analysis and **justification for increase to include relevant factors** (i.e. employee credentials in comparison to minimum qualifications, internal equity considerations)

# Key Point – Quarterly Process

## *In-Range Adjustments and Reclassifications Only*

Quarter	Submit Request by EOM	Evaluate	BOR Approvals	Effective Date
1	July	August	September	October
2	October	November	December	January
3	<i>January</i>	<i>February</i>	<i>March</i>	<i>April</i>
4	April	May	June	July

- In-Range Adjustment = Scope or Duties Modification (*same pay grade*)
- Blackout in Q3 – no requests processed
- Example:
  - Manager wants to reclassify a position; must submit the request by the end of April for an effective date in July
  - May and June are used for review and approval processes

**For questions or clarification, contact  
Human Resources**

