Pay Determination Policy for University Staff FAQ

Q: What are the reasons for a Compensation Adjustment?

A: University Staff may be eligible for a compensation adjustment for the following reasons:

- Temporary Base Adjustment
- Salary Adjustment for Interim Appointment
- Non-Merit Based Adjustment within a Title
- Merit Adjustment
- Miscellaneous Salary Adjustment (Salary upon demotion and overload payment)

For the definitions for each compensation adjustment, please refer to the Pay Determination Policy for University Staff.

Q: Who completes the Compensation Adjustment Request form?

A: Supervisors complete the form. Staff members are encouraged to use the form as a guideline to help them prepare for discussions with their direct supervisor about pay changes.

Q: As a supervisor, what should I do if I want request a pay change for a staff member?

A: Contact your Human Resources Representative to discuss the pay change prior to completing the form. They will provide guidance and support to determine the proposed details of the change.

Q: Who can request an equity study and how should one be requested?

A: Anyone can request an equity study. A supervisor may request an equity study be done for their entire team or a specific staff member. A staff member may request that their position be reviewed. If you are a staff member and once you have spoken with your supervisor, contact your Human Resources Representative.

Q: How does the budget play into compensation changes?

A: Budget constraints may inhibit a supervisor’s ability to provide base pay increases for staff. However, using the merit increase and lump sum options, supervisors have the opportunity to recognize staff members who have superior or excellent performance.

If you are a supervisor and would like to provide a merit increase to a University Staff member, but your budget does not support a change, please speak with your Vice Chancellor about budgetary options.
Q: I am crafts worker (tradesman/journeyman), how does that affect my ability to have a compensation adjustment?

A: Under the current Collective Bargaining Agreement, the prevailing wage must be paid to crafts worker. Your supervisor may recognize your superior work performance with a lump sum merit payment. As with any compensation adjustment, please speak with your supervisor to discuss further.

Q: How is travel compensated?

A: According to the Fair Labor Standards Act, travel time is compensated to non-exempt employees when it is part of the employee’s job responsibilities or if the travel is away from the employee’s home or normal work location to another work location/training/conference. Travel in which an employee is a passenger and the travel time is outside of the employee’s normal work hours, is not considered compensable time.


Compensation discussion tips for supervisors and staff:

- Discuss performance and/or duties
  - Discuss performance regularly
    - Supervisors: Remember to provide feedback in a timely manner (meaning as soon as possible)
  - Complete an annual formal review that includes achieved behaviors/outcomes from the performance period and goals for the coming year
  - Update position descriptions as duties change
- Have a separate discussion about compensation when/as needed
  - Open, honest dialogue between supervisors and staff about compensation is encouraged
  - After a performance or duties discussion set up a separate meeting to discuss compensation (as/when needed)

Q: Who do I contact if I have further questions?

A:
- For compensation adjustments contact your HR Generalist
- For payroll or time reporting questions, contact Tina Rajski, Payroll Specialist, at ext. 2607
- For questions about the policy and implementation, contact Lisa Schaufenbuel, Associate Director of Human Resources and Affirmative Action, at ext. 2804