

**UAB Medicine Compensation Guidelines for FY 15**  
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***These guidelines apply to faculty and staff (regardless of payroll) in UAB Health System, UAB Hospital, University of Alabama Health Services Foundation, UAB School of Medicine, UAB Callahan Eye Hospital and Ophthalmology Services Foundation.***

As we continue to assess how to best invest limited institutional resources, it is imperative that we implement and promote faculty and staff compensation practices that effectively support our most important asset, our people. To assist our academic, clinical and administrative units with these decisions, the following Compensation Guidelines are provided for the FY15 budget year.

There will be no university wide merit pool program for fiscal year 2015 due to the lack of incremental funding for UAB this year. In addition, as a result of the financial challenges faced across the clinical enterprise there will be no merit pool available for increases for UAB Medicine.

- Faculty Promotion/Tenure
  - Faculty promotions may be funded if endorsed by the Dean of the School of Medicine (SOM).
  - All faculty promotions will be effective 10/1/2014.
- Pay Ranges
  - UAB General Pay Range Structure will not be adjusted for FY15.
  - Faculty Ranges will not change for FY15.
  - Pay Ranges for entities within UAB Medicine will not be adjusted for FY 15.
- Market, Internal Equity, and other Adjustments
  - Market adjustments for all UAB Medicine entities will be proposed by Human Resources, coordinated between entities and approved by the UAB Medicine Compensation Committee.
  - Market adjustments will not be applied to individual employees who are on disciplinary probation or those who have less than satisfactory performance documented on performance evaluations. Plans for internal equity adjustments must be individually approved and that process begins by submitting the request to Human Resources. Requests must be approved by the appropriate Senior Vice President, Executive Vice President or the Senior Associate Dean of Administration and Finance for the SOM.
  - Lump Sum Payments
    - One-time lump sum payments will be allowed in order to recognize faculty and staff for exceptional performance.
    - The payments may not be used as across-the-board increases.
    - The payments must be funded at department level.
    - Eligible faculty and staff must meet the following criteria:
      - Most recent performance review (within last 12 months) must reflect higher than satisfactory performance and must be documented and on file.
      - Employee is not in probationary period.
      - For faculty and staff paid from sponsored projects, lump sum payments must be spread out and paid in equal installments over 6-12 months. Further instruction will be provided regarding how to process these payments.
      - Plans for lump sum payments for faculty must be submitted to Human Resources for review prior to SOM Dean and Provost/Vice President for Finance and Administration (VPFAA) approval. Submissions are due 8/1/2014 with effective date of 10/1/14.
      - Plans for lump sum payments for staff must be submitted to Human Resources for review and approval by the appropriate Senior Vice President, Executive Vice President or the Senior Associate Dean of Administration and Finance for the SOM.
- Incentive Plans

- New staff incentive plan proposals must be submitted to Human Resources by 9/1/14 to be considered for implementation in FY15.
- Faculty Compensation Plans
  - Plans must be submitted to UAHSF General Counsel by September 1, 2014 for implementation in FY15.
- Lateral Transfers
  - Salary adjustments for lateral transfers will not be considered unless internal equity issues exist.
- New Hires
  - New hires may proceed in accordance with established policies provided funding is available.
- New Positions/Position Reclassifications
  - New positions/reclassifications may be requested under established Human Resources procedures. These will be reviewed to determine the appropriate job title and pay grade for the position. These requests require approval from the appropriate Vice President or the Senior Associate Dean of Administration and Finance for the School of Medicine. Please note: once a position has been reviewed for reclassification, it is not eligible for review again for a minimum of 12 months.
- Retention Salary Adjustments
  - Retention salary adjustments are reviewed on a case-by-case basis. Initial review and approval begins with Human Resources with final approval from the UAB Health System Chief Operating Officer or the Dean of the School of Medicine.
- Salary Adjustments
  - Salary adjustments for probationary employees may proceed in accordance with established Human Resources policies provided funding is available.
- Supplemental Duties – Additional Pay
  - Requests for additional compensation for supplemental duties must be approved by the UAB Health System Chief Operating Officer or the Dean of the School of Medicine prior to submission for Human Resources review.
- Equity adjustments, lateral transfers and retention adjustments in the SOM will continue to require additional approval from the Office of the Provost.