

UAB Academic/Administrative Compensation Guidelines FY19

APPENDIX

Salary Distribution Plan Template for FY19

College/School/Unit:	
Responsible Party:	
Total Merit Increase Pool (FIPs included)	<u>Instructions:</u> Provide the total dollar amount for the department's merit increases and FIPs (Fixed Increment Payment). <i>Example: \$300,000</i>
Percent of Total Salary Base	<i>Example: 2.00%</i>
Market/Equity Adjustments	<u>Instructions:</u> Provide the \$ amount for market and/or equity adjustments and number of employees that will receive the market and/or equity adjustment. <i>Example: \$15,000 total for equity; 6 employees to receive equity adjustments</i>
EPP Adjustments	<u>Instructions:</u> Provide the \$ amount for EPPs (Exceptional Performance Payments) and number of employees to receive an EPP. <i>Example: \$5,500 total for EPP; two employees to receive an EPP</i>
Planned Ranges for Individual Increases	<u>Instructions:</u> Provide the percent range for your merit increases. <i>Example: 0% to 7%</i>
Planned Distribution Strategy	<u>Instructions:</u> Provide distribution strategy for your employees. <i>Example:</i> <i>70% receive 2% increase</i> <i>20% receive less than 2% increase</i> <i>10% receive greater than 2% increase</i>
Funding Sources Utilized	<u>Instructions:</u> Provide details on how the merits, FIPs, and EPPs will be funded (e.g. Ledger accounts). <i>Example: Revenue from Ledger 2 account and cost savings</i>
Additional Notes	Considering funding for EPPs

Note: Employees are not allowed to receive both a merit increase and an EPP payment.