

UAB Academic/Administrative Compensation Guidelines FY20

APPENDIX

Salary Distribution Plan Template for FY20

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	%
Proposed Equity Adjustments	<u>Instructions:</u> Provide the \$ amount for equity adjustments and number of employees that will receive the 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 Payment (EPP) and number of employees to receive an EPP. <i>Example: \$5,500 total for EPP; two employees to receive an EPP</i>
Planned Merit Ranges for Individual Increases	<u>Instructions:</u> Provide the percent range for your merit increases. <i>Example: 0% to 5%</i>
Planned Distribution Strategy	<u>Instructions:</u> Provide distribution strategy for your employees. <i>Example:</i> <i>70% will receive a 2% increase</i> <i>20% will receive less than a 2% increase</i> <i>10% will receive greater than a 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.