

UAB Medicine Compensation Guidelines for FY 18

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These guidelines apply to faculty and staff (regardless of payroll) in UAB Health System, UAB Hospital, LLC, 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 and administrative units with these decisions, the following Compensation Guidelines are provided for the FY18 budget year.

- Merit Increases
 - UAB Medicine entities have planned for a 2% merit pool for FY 18 for staff and research faculty employees.
 - Fixed Incremental Payments (FIPs) will be paid for employees at maximum or above maximum for their broadband range or their salary grade if there is no broadband range for the position.
 - Merit increases of more than 5% must be approved by the UAB Health System Chief Operating Officer or the Chief Financial Officer for UABHS and the School of 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 10/01/2017.

- Pay Ranges
 - The UAB General Pay Range Structure for staff will not be adjusted for FY18,
 - The UAHSF pay range structure is not changing for FY18.

- Market, Internal Equity, and other Adjustments
 - Market adjustments for all UAB Medicine entities will be proposed by Human Resources, coordinated between entities, reviewed by the UAB Medicine Compensation Committee, and approved by the UAB Medicine Operations 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.

- Incentive Plans
 - New staff incentive plan proposals must be submitted to Human Resources by 12/15/17 to be considered for implementation in FY18.

- Faculty Compensation Plans
 - Plans must be approved by UAHSF General Counsel for implementation in FY18.
- Lateral Transfers
 - Salary adjustments for lateral transfers will be considered where 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 Chief Financial Officer for UABHS and 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 or his designee.
- Salary Adjustments
 - Salary adjustments for probationary employees may proceed in accordance with established Human Resources policies provided funding is available.
- Additional Pay for Supplemental Duties
 - 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 for faculty and staff in the SOM will continue to require additional approval from the Office of the Provost and/or Compensation.