

UAB Academic/Administrative Compensation Guidelines FY14

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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 FY14 budget year:

- Faculty Promotions
 - Faculty promotions may be funded if endorsed by the appropriate College/School, Dean, or Library Director.
 - Faculty promotions for all schools, including the School of Medicine, will be effective 10/1/2013.
- Merit Increases
 - All UAB units must provide a merit-based salary option to reward performance and keep UAB salaries competitive.
 - Each College/School/Unit must submit a merit-based, salary increase “Plan” for review and approval to the Provost/VPFAA no later than 7/15/2013. A Plan with a 3% total pool for salary distribution among faculty and staff must be submitted. Plans should include total salary pool dollars to be made available (with % of total salary base this represents), planned ranges for individual increases (e.g. 1-5%), and planned distribution strategy (e.g. 20% of merit recipients to receive 5%, 40% to receive 2-4%, etc.). All Plans should identify funding sources utilized.
 - The 3% pool for College/School/Unit Plans may also include market equity considerations as part of allocation and distribution methodologies. Each College/School/Unit considering a Plan with market equity component should fully discuss with HRM before submitting.
 - All Plans must require that individual, merit-based salary increases align with level of performance reflected in annual evaluations.
 - Employees must have completed their six month probationary period in order to be eligible for a merit increase.
 - Individual salary increases of more than 15% under Plan will require prior Provost/Vice President for Finance and Administration (VPFAA) approval.
 - Effective Dates
 - With the exception of the School of Medicine and Joint Health Sciences, merit pool increases for all colleges/schools and administrative areas will be effective on 10/1/2013 for faculty and monthly paid staff and 9/22/2013 for bi-weekly paid staff.
 - In order to better align with UAB Medicine, the School of Medicine and Joint Health Sciences will be able to submit Plans that implement merit increases effective 1/1/14 for faculty and monthly paid staff and 12/29/13 for bi-weekly paid staff.
- Fixed Increment Payments (FIP)
 - Requests for FIPs will be considered for FY14.
 - FIPs are one-time, non-recurring lump sum salary payments used in limited cases where an employee is at or above the pay range maximum and a merit-based payment is justified.

- FIPs may also be used to reward individual performance in unique or unusual significant special projects of limited duration that require extensive time and effort above and beyond regularly assigned job duties (note: a 12-month payment distribution schedule may be required for employees receiving FIPs that are funded on federally-sponsored projects).
- Submission Dates
 - FIP recommendations (other than School of Medicine and Joint Health Sciences) must be submitted no later than 7/15/2013 to Compensation via Compensation Request Form (CRF) who will compile and submit to the Office of the Provost/VPFAA.
 - FIP recommendations for the School of Medicine and Joint Health Sciences must be submitted no later than 11/15/2013 to Compensation via Compensation Request Form (CRF) who will compile and submit to the Office of the Provost/VPFAA.
- Effective Dates
 - Approved FIPs will be effective 10/1/2013 with the exception of the School of Medicine and Joint Health Sciences.
 - Approved FIPs for the School of Medicine and Joint Health Sciences will be effective 1/1/2014.
- Pay Ranges
 - UAB General Pay Range Structure will not be adjusted for FY14.
 - Faculty Ranges will not change for FY14.
- Incentive Plans
 - Previously-established compensation incentive plans must be submitted via CRF for recertification as required by existing UAB incentive program guidelines by 7/15/2013.
 - New incentive plan proposals must be submitted via CRF by 7/15/2013 to be considered for implementation in FY14.
 - Please contact your HRM Consultant or HRM Compensation further information, if needed.
- Lateral Transfers
 - Salary adjustments for lateral transfers greater than 10% should be submitted/reviewed by HRM with support/approval by the applicable College/School/Department VP, Dean, or Library Director. HRM will review and submit to the appropriate UAB senior administrator (Provost/VPFAA) for final approval.
- New Hires
 - New hires may proceed in accordance with established UAB and departmental policies provided funding is available. New Hires do not require HRM approval if within the pay range. Internal equity must be considered when determining new hire pay rates.
- New Positions/Position Reclassifications
 - New positions/reclassifications may be requested under established HRM procedures via CRF. These will be reviewed by HRM Compensation to determine the appropriate job title and pay grade for the position. These requests require approval from the applicable College/School/Department VP, Dean or Library Director. 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 will be reviewed on a case-by-case basis. Initial review and approval is required from the College/School/Department VP, Dean, or Library Director. Once approval is obtained, departments should submit the request and approval to HRM if the request is greater than 10%. HRM will review and submit to the appropriate UAB senior administrator (Provost/VPFAA) for final approval.
- Salary Adjustments

- Salary Adjustments for probationary, job rate and establish step rate programs (including graduate assistantships/stipend increases, resident progression and student salary adjustments) may proceed in accordance with established UAB and departmental policies provided funding is available. These adjustments must be funded by College/School/Department and approved by the appropriate VP, Dean or Library Director.
- Supplemental Duties – Additional Pay
 - Requests for additional compensation for supplemental duties must be approved by the College/School/Unit VP, Dean, or Library Director prior to submission via CRF for HRM review. Please note: additional/supplemental duties should be temporary in nature (less than six months).

The following list summarizes the review and approval process for FY14 compensation actions:

VP/Dean/Library Director Approval only. Requires **no** review by HRM:

- a. Graduate assistantship with annual stipend increase
- b. Lateral transfer with increase of 10% or less
- c. New hire with proposed salary within the pay grade
- d. Merit increases
- e. Probationary increase of 10% or less
- f. Resident progression increase
- g. Salary share adjustment between two or more funding sources where the total salary does not change (e.g. HSF/UAB/VA/UABHS)
- h. Staff promotion of 15% or less or to range minimum
- i. Student salary adjustment

VP/Dean/Library Director Approval after initial review/approval by HRM:

- a. Probationary increase greater than 10%
- b. Reclassifications
- c. Requests for new positions
- d. Staff promotions greater than 15%, if higher than range minimum
 - e. Supplemental duties additional pay

UAB senior administrator (Provost/VPFAA) approval after full HRM review/approval and endorsement by appropriate VP/Dean/Director:

- a. Faculty promotions
- b. FIPs
- c. Incentive Plans – new or previously approved
- d. Lateral transfers with increases greater than 10%
- e. Merit-based salary increase Plan
 - a. Must include any market equity component
 - b. Must include justification for any merit greater than 15%
- f. Retention salary adjustments greater than 10%

Any questions or concerns regarding these guidelines should be directed to your HRM Consultant or HRM Compensation.