

## **UWEC Guidelines for Additional Duties / Responsibilities Salary Increases**

Approved by Chancellor's Exec Staff on 7/27/2020

Additional duties / responsibilities increases may be appropriate when a substantive change in duties and responsibilities of a position occurs. The change must be a qualitative rather than a quantitative change in duties. The additional assignment(s) has duties which are more complex, higher-level in nature, span, and scope.

### Non-instructional staff overloads (Full-time, FLSA exempt employees only):

- Overloads are for additional duties / responsibilities assigned for a defined period with set start and end date.
- Additional duties / responsibilities assigned cannot normally be completed during the employee's scheduled workweek hours.
- Duration is typically for at least 1 month and last no longer than a semester (approximately 3 to 4 months) in length.
- Amount of payments will vary but will normally not be more than 10% of an employee's annualized salary prorated for length of overload assignment. {Example: employee's annualized base salary is \$60,000, 10% of base is \$6,000 annually, which is \$500 per month, so if overload assignment if for 4 months, this would equal a \$2,000 overload paid over the four months at \$500 per month.} In exceptional situations, overload amounts up to UWS policy limits may be approved by the appropriate division head/exec staff member (annual limit of \$18,000 or 20% whichever is greater). Amounts above this require Chancellor's approval.
- Overloads requests are submitted via the "overload" BpLogix eform.
- "Overload" eform shall be submitted and approved prior to employee beginning overload work assignment.
- FLSA non-exempt hourly employees are not eligible for overloads, rather they are eligible for overtime pay for hours worked over 40 in a workweek.

### All employees (both FLSA exempt and non-exempt):

If additional duties / responsibilities are assigned for a minimum of 3 to 6 months and have a defined end date or unknown end date less than one year, a temporary base salary increase may be considered.

- Amount of salary increase will vary but will normally not be less than 5% and not more than 10% of an employee's salary rate paid during the assignment. {Example: employee's annualized base salary is \$60,000, 10% of base is \$6,000, which is \$500 per month, so if additional duties / responsibilities assignment is for 8 months, employee would be paid an additional \$500 per month for the 8 months for a total of \$4,000.} In exceptional situations, amounts up to 20% may be approved by the appropriate division head/exec staff member. Amount over 20% will require Chancellor approval.
- Salary increases cannot exceed UWS salary range assigned to employee's position.
- Temporary base salary increase requests are submitted via the "request to fill" BpLogix eform with old and new job descriptions attached, as well as organization chart attached that shows any changes resulting from additional duties / responsibilities.

- Any approved increase shall be effective the pay period following the fully completed “request to fill” eform is submitted to Human Resources. {Example: “request to fill” eform with all required information is submitted to Human Resources on September 20<sup>th</sup> and approved by Exec Staff on October 5<sup>th</sup>, salary increase will be effective October 1<sup>st</sup>, the beginning of the pay period if a 12 month fiscal year employee.}
- Retroactive salary adjustments are prohibited per Art. IV, § 26, Wisconsin Constitution.

If additional duties / responsibilities are assigned for a minimum of 12 months for fiscal year employees, or for an entire academic year for academic year employees, a base salary increase, and a UWS title change may be warranted.

- Amount of salary increase will vary but will normally not be less than 5% and not more than 10% (or the minimum of new UWS salary range assigned to the employee’s position if title change, whichever is greater) of an employee’s salary rate paid during the assignment. In exceptional situations, amounts up to 20% may be approved by the appropriate division head/exec staff member. Amount over 20% will require Chancellor approval.
- Base salary increase requests are submitted via the “request to fill” BpLogix eform with old and new job descriptions attached, as well as organization chart attached that shows any changes resulting from additional duties / responsibilities.
- Human Resources will review job descriptions to determine if new UWS title is justified or fits within UWS title assigned to employee’s position.
- If the additional duties / responsibilities assignment has an unknown duration a UWS title change may be considered with the status of “interim”.
- If the additional duties / responsibilities are assigned permanently, a UWS title change may be warranted.
- Salary increases cannot exceed UWS salary range assigned to employee’s position.
- Any approved increase shall be effective the pay period following the fully completed “request to fill” eform is submitted to Human Resources. {Example: “request to fill” eform with all required information is submitted to Human Resources on September 20<sup>th</sup> and approved by Exec Staff on October 5<sup>th</sup>, salary increase will be effective October 1<sup>st</sup>, the beginning of the pay period if a 12 month fiscal year employee.}
- Retroactive salary adjustments are prohibited per Art. IV, § 26, Wisconsin Constitution.