

Salary Adjustments and Salary Savings Policies

(effective April, 26, 2004)

Faculty (Fund 101) and Faculty/Academic Staff (Fund 104/143):

- **All base adjustments will be covered by the Office of the Dean**, since open faculty positions resulting from resignations, retirements or unpaid leaves revert to administrative control.
- Departments are invited to request new faculty positions through a process that requires the college's Academic Planning Council and the dean's executive staff to prioritize requests on an annual basis and make recommendations to the dean.
- Positions are authorized for staffing based on available budget resources.
- Resources are held centrally to support faculty promotions and adjustments resulting from retention offers and equity issues.
- **Any savings resulting from payrolling faculty on resources from outside the UW will remain under the management of the department.** How these funds are utilized will be subject to departmental policy. Units are encouraged to include faculty salary support on extramural proposals, where appropriate. There are a few exceptions to this policy in addition to those mentioned above. The first is with sabbatical leaves. In the case of sabbaticals, the policy of providing 6 months of state support for annual appointments and a semester support for academic appointments will remain unchanged (see policy on faculty sabbaticals). Another exception is the Howard Hughes Professorships. State resources freed up by a HH Professorship will revert to administration. Finally, there may be exceptions like the named professorships that provide a salary add without any actual savings to the college. Obviously, where no savings are generated, no funds are available to the department.

Academic Staff (Fund 101 only):

- **All base adjustments will be covered by the employing department/center.** As positions open as a result of resignation or retirement, will be rebudgeted using the same budget split and salary base of the incumbent. This will protect the dollars and the associated FTE. Departments/centers may coordinate the rebudgeting of these resources with the Assistant Dean for Business Services as long as the rebudgeting doesn't increase the number of state funded FTE's.
- **As positions are restaffed, the Office of Human Resources will assess the position description to determine the title and salary range of the position.** The department is responsible for covering the salary of the new hire. If resources from the open position are insufficient to cover the new hire, the department/center is responsible for covering the difference. If funds are left over, they may be rebudgeted in another budget line. An optional alternative would be to establish a "holding" budget line called "Provisional

Amount for Extra Labor.” Resources would be added or deducted depending on the funding needs of the position. These budgeting changes must be coordinated with the Assistant Dean for Business Services.

- Since all rebudgeting savings will reside in the department/center, base adjustments resulting from rate and title changes are the responsibility of the unit. Likewise, any mid-year savings resulting from changes in the appointment of staff supported by state funds will remain under the control of the department/center.
- Departments/Centers are cautioned to carefully manage these funds as the end of fiscal year approaches. While a carryover policy is usually in effect, the budget situation or policy in place at the time may prevent the carryover of unused savings. Another caution is the impact of fringe benefits. When 101 resources are freed up, any fringe benefit savings still revert to the campus central account.
- **In situations where funds are not available to support salary adjustments, the department or unit will need to negotiate a solution with the Executive Associate Dean.**

Classified Staff (Fund 101 and 104/143):

- Except for Extension funds (104), the same policies are in effect for the classified staff that are detailed for the academic staff.
- As a point of clarification, for both 101 and 104 Funds, the department/center is responsible for funding all Discretionary Compensation Awards (DCA) and all salary adjustments that result from inheriting the base salary of employees transferring into open positions with an established salary.
- When dealing with openings in the classified staff, the college administration requires that the department or unit work with the Office of Human Resources to post a position that provides the new employee with some upward mobility. Positions that open up by resignation or retirement will be audited and posted based on the duties described in the position announcement. By doing so, the department should anticipate some savings that will be retained in the “holding” budget line mentioned in the policies regarding academic staff.
- In situations where funds are not available to support salary adjustments, the department or unit will need to negotiate a solution with the Executive Associate Dean or with the Associate Dean for Extension in the case of Fund 104/143.

Procedures For Tracking Staffing Changes On Fund 101, 104 & 143.

- 1) FTE and salary resources associated with staff openings will remain with the employing unit. The position will be budgeted as a “Vacant” position based on the historical funding splits and resources that supported the position.
- 2) The CALS Office of Human Resources will evaluate the position descriptions of those positions being opened for recruitment to determine the appropriate title that matches the duties of the position.
- 3) Once the recruitment has resulted in an acceptable candidate, the proposed salary offer will be compared to the resources available in the position.
 - a) If resources are available, make the offer and move any residual resources to a budget line called “Provisional Amount for Labor.”
 - b) If resources are not available either:
 - i) Remove sufficient resources from the “Provisional” budget line, or
 - ii) Identify non-state resources to partially support the position, or
 - iii) Negotiate an agreement with the Executive Associate Dean.
 - (1) A negative balance will continue to be carried in the “Provisional” budget line.
 - (2) The position will continue to be budgeted on the historical funding splits to protect the FTE and generate merit funds in future compensation plans.
- 4) The budget line called “Provisional Amount for Labor” will be maintained as a historical record of the all salary adjustments; both adds and deductions.