



# HUMAN RESOURCES

The University of Alabama at Birmingham

HR Compensation  
June 2020

## FY21 - UAB Academic and Administrative Compensation Guidelines

As Organizational Leaders continue to assess how to best invest limited institutional resources, it is imperative that the University 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 FY21 budget year.

Due to the complexity and fluidity of the COVID-19 pandemic and the measures UAB has established in relation to this issue, these FY21 guidelines will not supersede any active directive established by UAB Leadership. All exception processes/policies adopted during the COVID-19 pandemic must be followed.

### Workgroups

The UAB Academic and Administrative Compensation Guidelines were developed to provide compensation guidance to workgroups A and F. The UAB Medicine Guidelines will provide compensation guidance for Workgroup C.

- *Workgroup "A"* includes: All non-clinical School of Medicine staff; staff in all other UAB Schools and Colleges, as well as all UAB administrative departments and the Department of Athletics.
- *Workgroup "C"* includes: Staff in the School of Medicine who provide direct patient care or do clinical work as a regular part of their job, most staff in the University of Alabama Health Services Foundation (HSF); as well as all staff in the UAB Hospital and Hospital LLC, Health System (UABHS) and Callahan Eye Hospital.
- *Workgroup "F"* includes: Faculty positions across the institution (including the School of Medicine).

Detailed information on Workgroups can be found here: <https://www.uab.edu/humanresources/home/wfgroups>

## Compensation Guidelines for FY21

### FY21 Merit Pool

For FY21, there will be no University-wide merit pool program. For this merit year, there will not be options to reward individual performance through merit-based pay increases or Fixed Increment Payments (FIPs), however, completed performance evaluations should still be uploaded via the UAB Performance Management App found on the Performance Management website: <https://www.uab.edu/performancegmt>

### Merit-Based Pay Increase

There will be no general University merit pool for FY21.

### Fixed Increment Payment (FIP)

There will be no general University FIP request pool for FY21.

## Exceptional Performance Payment (EPP)

The EPP remains in place as a way to recognize faculty and staff who have exhibited extraordinary performance during the past year. We are providing the option of a one-time lump sum payment to those Colleges/Schools/Departments that have identified resources and meet the criteria outlined below. The EPP is not a spot-award for specific performance events, but is intended to replace a merit-based pay increase where reoccurring funding is an issue, such as a set grant. EPPs will require approval from the Provost, SVPFAA or their designee.

- Most recent performance evaluation (within last 12 months) must reflect a performance rating of *Exceeds* or *Exceptional* (4 or higher).
- Completed performance evaluations should be uploaded via the UAB Performance Management App found on the Performance Management website: <https://www.uab.edu/performancegmt>
- EPPs may not be used as across-the-board lump sum payments.
- Approved EPPs must be funded at the department level.
- Employee must not be in a probationary status.
- For those faculty and staff paid from sponsored projects, EPPs may be required to be paid in equal installments over 6-12 months.
- Details for EPPs must be submitted via CRF for HR review prior to Provost, SVPFAA or their designee's approval.

## Faculty Merit/Promotion/Tenure

There will be no general University merit pool for FY21.

- Colleges/School/Libraries may have separate guidance for pay increases based on promotions or grants of tenure, which would be addressed separately from merit increases. Any such increases may be funded if endorsed by appropriate College/School/Library Dean.
- Faculty promotion or tenure grant increases will be effective 10/1/2020.

## Reoccurring Funding Requests

With the implementation of the new UAB budget model in FY19, Central/Provost departments, including Honors College, Graduate School and Libraries, must provide an explanation of how any additional funding requirements will be met by the requesting department. Comments and explanation must be provided on the CRF in the position description box, the financial tab and/or the general comment box. For any requests not previously approved as part of the Budget Governance review process, departments will need to understand that funding for additional compensation-related expenses must be identified from existing budgets.

## Pay Ranges

### *General Pay Structure*

- The UAB General Pay Range Structure can be found on the HR Compensation website: <https://www.uab.edu/humanresources/home/compensation/paystructure>
- All employees must be paid at least the minimum of the range.
- Base pay increases for employees who are above range maximums will not be considered.

### *Faculty Salary Ranges*

- Colleges/Schools/Libraries submit proposed salary ranges to Provost each year for approval, based on discipline-specific market data. Ranges are used to help ensure retention where appropriate and do not necessarily change yearly.
- Proposed salary range changes should be submitted to the Provost Office by 07/24/2020.

## Equity Adjustments

Equity adjustments address pay differences as compared with other employees internal to UAB. Requests for equity adjustments should consider all employees in similar jobs in a College/School/Department (i.e. similar titles, grades, etc.). All of the following criteria must be met regarding equity adjustments:

- All Colleges/Schools/Departments may fund equity adjustments where appropriate and when current *Satisfactory* performance evaluations are on file.
- Details for equity adjustments must be submitted via CRF for HR Compensation review prior to Provost, SVPFAA or their designee's approval.
- Equity studies may be requested via CRF throughout the year.
- Faculty equity adjustment requests must be submitted to Faculty Affairs for Provost Approval. Additional guidance for faculty can be found at <https://www.uab.edu/faculty/resources>.
- Any established exception processes/policies adopted during the COVID-19 pandemic must be followed.

## Market Adjustments

Market adjustments address pay differences as compared to markets external to UAB. Market adjustments are job related adjustments and are not a part of the performance evaluation process for an individual. Therefore, market adjustment issues will be addressed at the job level and separate from merit.

- Details for market adjustments must be submitted via CRF for HR Compensation review prior to Provost, SVPFAA or their designee's approval.
- Studies may be requested via CRF throughout the year.
- Faculty market adjustment requests must be submitted to Faculty Affairs for Provost Approval. Additional guidance for faculty can be found at <https://www.uab.edu/faculty/resources>.
- Any established exception processes/policies adopted during the COVID-19 pandemic must be followed.

## Retention Salary Adjustments

Retention salary adjustments are related to employees who are being actively recruited outside of the department or where there is compelling evidence that a pre-emptive action is necessary to prevent the loss of a valued employee. All of the following criteria must be met regarding retention salary adjustments:

- Retention salary adjustments may be requested under established HR procedures via CRF and will be reviewed on a case-by-case basis.
- Both review and approval are required from College/School/Department VP, Dean or designee.
- Supporting documentation such as offer letter, résumé, etc., should be submitted for review.
- Additional guidance on this subject can be found on the HR Compensation website at <https://www.uab.edu/humanresources/home/compensation/compensation-guidelines>
- Faculty equity adjustment requests must be submitted to Faculty Affairs for Provost Approval. Additional guidance for faculty can be found at <https://www.uab.edu/faculty/resources>.
- Any established exception processes/policies adopted during the COVID-19 pandemic must be followed.

## Promotional Increases

A promotion occurs when an employee applies and is selected for a posted position with a greater pay range midpoint. A promotion may occur within the employee's current department or when an employee moves to a different department.

Promotional increases must follow the following criteria:

- Staff promotions of 15% or less within the new range will NOT require a CRF.
- Staff promotions greater than 15% within the new range require a CRF.
- The percentage increase to bring the employee to the minimum of the new range does not factor into this guideline since employees must be brought to range minimum.
- Internal equity should be considered and addressed.
- Additional guidance on this subject can be found on the HR Compensation website at <https://www.uab.edu/humanresources/home/compensation/compensation-guidelines>
- Any established exception processes/policies adopted during the COVID-19 pandemic must be followed.

## Lateral Transfers

A lateral transfer occurs when an employee applies and is selected for a posted position with the same or lower job grade regardless of title. Lateral transfers may occur within the employee's current department or when an employee moves to a different department.

- Salary adjustments for lateral transfers must be submitted via CRF and reviewed by HR Compensation with support from the applicable College/School/Department VP, Dean or designee.
- HR Compensation will review and submit to the appropriate UAB senior administrator (Provost, SVPFAA or designee) for final approval as required.
- Retention Salary Adjustment guidelines should be followed by managers seeking to match internal offers.
- Internal equity must be considered when determining new hire pay rates.
- Any established exception processes/policies adopted during the COVID-19 pandemic must be followed.

## Probationary Job Status Salary Adjustments

- Salary adjustments for probationary job status salary adjustments 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.
- Adjustments must be funded by the College/School/Department and approved by appropriate VP, Dean or designee.
- Any established exception processes/policies adopted during the COVID-19 pandemic must be followed.

## Additional Duties Pay

Additional duties and responsibilities are defined as those new duties and responsibilities that significantly broaden the type of work the employee performs and requires the employee to exhibit new job skills and/or perform more complex tasks that are beyond their previous standard level job scope. An increase in volume to the employee's normally assigned duties generally does not meet the definition of additional duties.

- Requests for additional duties pay must be reviewed by College/School/Department VP, Dean or designee prior to submission via CRF for HR review and approval.
- Additional duties should be in the same department, temporary in nature (six months or less) and approved PRIOR to the work being performed.
- Additional guidance on this subject can be found on the HR Compensation website at <https://www.uab.edu/humanresources/home/compensation/compensation-guidelines>
- Any established exception processes/policies adopted during the COVID-19 pandemic must be followed.

## Incentive Plans

The purpose of an incentive plan is to motivate and reward employees for exceeding normal job expectations in support of departmental and institutional goals.

- Previously established incentive plans must be submitted via CRF for recertification prior to the expiration date of the existing incentive plan.
- New incentive plan proposals must be submitted via CRF for approval to be considered for implementation in FY21.
- Please refer to the Incentive Plan Proposal Guidelines on the Compensation website at <https://www.uab.edu/humanresources/home/compensation/compensation-guidelines>
- Any established exception processes/policies adopted during the COVID-19 pandemic must be followed.

## Special One-Time Payment

A special one-time payment is a single lump sum payment or award generally not associated with customary work performance or job expectations.

- Special one-time payments must be submitted via CRF using the 'Salary Consultation - Other' distinction and reviewed by HR Compensation with support from applicable College/School/Department VP, Dean or designee.

- Requests for special one-time payments must be reviewed by College/School/Department VP, Dean or designee prior to submission via CRF for HR review and approval.
- HR Compensation will submit to the appropriate UAB senior administrator (Provost, SVPFAA or designee) for final approval as required.
- These payments may be for special recognition or work performed outside of the employee's regular department or job expectation.
- Any established exception processes/policies adopted during the COVID-19 pandemic must be followed.

## **New Hires**

A new hire occurs when an external or prospective employee applies and is selected for a posted vacant position.

- New hires do not require HR Compensation approval if working directly with HR Recruitment Services and offer is made within salary range.
- New hires may proceed in accordance with established UAB and departmental policies provided funding is available.
- Internal equity must be considered when determining new hire pay rates.
- Please reference the *Reoccurring Funding Requests* section of this document regarding position funding.
- Any established exception processes/policies adopted during the COVID-19 pandemic must be followed.

## **New Positions/Reclassifications**

- Classify New Position Authorization Forms (PAR) are used when the department has a need to create a new position. This may or may not be a job already established at UAB. These requests will be reviewed by HR Compensation to determine appropriate job title and pay grade.
- Reevaluate/Reclassify Vacant CRFs are used to reassign the job classification of a vacant position. This may or may not be a job already established at UAB. These requests will be reviewed by HR Compensation to determine appropriate job title and pay grade.
- Reevaluate/Reclassify Filled CRFs are used to reassign the job classification of an incumbent. This may or may not be a job already established at UAB. These requests will be reviewed by HR Compensation to determine appropriate job title and pay grade. Once an incumbent has been reviewed for reclassification, the incumbent is not eligible for review again for a minimum of twelve (12) months.
- Review and approval are required from College/School/Department VP, Dean or designee.
- Please reference the *Reoccurring Funding Requests* section of this document regarding position funding.
- Any established exception processes/policies adopted during the COVID-19 pandemic must be followed.

## **Additional Compensation and Classification Resources**

HR Compensation has established a Compensation related contacts web page to offer access to additional guidance. From this website, you will be able to contact the HR Compensation staff by email or phone, the Payroll Services team, your assigned HR Consultant and the KRONOS Help Desk.

<https://www.uab.edu/humanresources/home/compensation/contact>

## Review and Approval Processes

The following is a summary of 'review and approval processes' for FY21 compensation actions:

VP/Dean or Designee Approval only. Requires **no** review by HR (Does NOT require CRF):

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

VP/Dean or Designee Approval after initial review/approval by HR (Requires CRF):

- a. Probationary increase greater than 10%
- b. Reclassifications
- c. Requests for new positions
- d. Staff promotions greater than 15% within the new range
- e. Lateral transfers with increases of 10% or less
- f. Additional duties pay
- g. Special one-time payments
- h. Retention salary adjustments of 10% or less

UAB senior administrator (Provost, SVPFAA or Designee) approval after full HR review/approval and endorsement by appropriate VP, Dean, Director or Designee (Requires CRF and higher approval):

- a. Faculty tenure/promotions – does not require CRF
- b. Incentive Plans – new or previously approved
- c. Market or equity adjustment payments
- d. EPP payments
- e. Lateral transfers with increases greater than 10%
- f. Retention salary adjustments greater than 10%

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