



Department of Computer Sciences

DEPARTMENT POLICY

Effective Date: Approved by CS Salary Review Committee, November 6, 2018

Policy for Salary Review Process for Academic Staff funded on non-101 (UW/State General Purpose Revenue) Dollars

Purpose:

To standardize the review process for performance-based pay increase requests related to Academic Staff within the department.

Scope:

All Academic and University Staff are eligible for successional pay increases. This policy defines the process for Academic Staff performance salary review for those not on 101 funding. Academic Staff on 101 funding (CS Instructional, Administrative, Advising, and CSL Staff) are reviewed annually, and the Chair and supervisors make salary decisions based on review.

Performance-Based Pay Increases

Current Process:

Staff with favorable performance are eligible for performance-based raises. The criteria for approval is a written justification of performance. The justification should be succinct and focus on the performance, not new duties that one may have taken on. Employees need to have an up-to-date evaluation on file and have completed the Preventing Sexual Violence & Sexual Harassment training. If they are a supervisor, they must be up-to-date with their employees' evaluations.

Can be up to 10% base building (unless restricted by salary maximum of pay range) and 10% one-time bonus increase each fiscal year. Needs to be a minimum of 1%.

The Discretionary Compensation Fund (DCF) and Bonus exercises from 2017 and 2018 are considered performance-based raises.

CS Salary Review for Staff

The CS Salary Review Committee will discuss and make recommendations on any rate increases for. All will be reviewed for equity across the Department, regardless of funding source.

Steps in Salary Review Committee Approval:

- 1.) Receive performance-based increase request from supervisor. To include:
 - a. A rate and title history from CS HR staff for employee.
 - b. Status reviewed related to previous DCF and Bonus exercises.
 - c. Justification statement for increase. This should highlight favorable performance.
 - d. Statement of funding sources to support increase requested.
 - e. Review salary levels of similar appointment types in the department.
- 2.) Review Committee will use the above information to approve the requested performance-based increase.
- 3.) Review Committee will review performance-based reviews each year annually in line with DCF and Bonus exercises. Potential raises to be effective as close to January 1 of each year as possible.