



Date: November 5, 2015

To: Academic Deans and program Directors

From: Sarah C. Mangelsdorf, Provost and Vice Chancellor for Academic Affairs *SCM*
Darrell Bazzell, Vice Chancellor for Finance and Administration *Darrell Bazzell*

Subject: Discretionary Compensation Fund (DCF) for Academic and University Staff

As part of our continuing efforts to provide support to the outstanding members of our Academic and University Staff, we are making available centrally allocated funds to provide base-building increases in order to retain these crucially important members of our community. This funding can be used to maintain our commitment to rewarding performance, and to address compression and market inequities.

For FY 2015-16, the campus will reallocate internal funding of \$1 million for base adjustments for Academic and University Staff. The distribution of funding by school, college, and division is attached. The distribution was based on September 2015 Fund 101 payrolled FTE.

Directors and Deans are strongly encouraged to consider increases for employees in low-wage categories (e.g., office support, blue-collar, and technical support), and employees who have not recently received a performance adjustment. Divisions also need to consider providing pay adjustments to staff not eligible for DCF funding because they are on non-101 funds.

In determining and evaluating the use of these funds, please use the following guidelines:

- Authority for proposing adjustments is delegated to Deans' and Directors' offices. Please submit proposals, consistent with the campus pay adjustment policy (<https://kb.wisc.edu/ohr/policies/page.php?id=53379>), to the Office of Human Resources (OHR) through the rate/title change system to provide justification and documentation. Further information about how to process these increases in more detail will be forthcoming from OHR.
- To be eligible for an increase, staff members must have met criteria for performance, market, and/or equity as identified in the campus pay adjustment policy.
- The minimum and maximum increases using the Discretionary Compensation Fund will be consistent with the campus pay adjustment policy (e.g., market and equity – 5% minimum; performance – 3% recommended minimum, 10% maximum).

- Under this funding, Category-A Academic Staff may receive an increase even if they are at the current title maximum and cannot be promoted because of their title. These adjustments cannot result in salaries more than 10% above the current title range maximum.
- When funding splits between 101 and non-101 funds underwrite salary, the portion of the base adjustment borne by central campus will be the 101 share of the salary; increases from this program cannot change the funding split. Adjustments to salaries on non-101 funding must be made with non-101 funds.
- This fund is not a substitute for promotions or base adjustments based on change in job duties/job titles. These adjustments should continue as usual outside of this funding stream.
- Each college, school or division must ensure that all employees are informed of the Discretionary Compensation Fund internal procedures.
- You may begin processing adjustments immediately but must ensure that all adjustments are effective by March 1, 2016 for A-basis staff, February 23, 2016 for C-basis staff, or February 21 for H-basis staff. Campus will provide funding to cover up to six months for the current fiscal year as midyear budget transfers. The full annual commitment for adjustments will then be covered by the continuing total amount provided in FY 2016-17.
- Beginning on June 1, 2016, OHR and the Office of the Vice Provost for Faculty and Staff will review how the funds have been used by schools, colleges, and divisions, and report out the findings.

If you have any questions please contact Tim Norris in the Budget Office, Catharine DeRubeis or Meghan Owens in OHR, or Michael Bernard-Donals in the Office of the Vice Provost for Faculty and Staff.

Attachment

xc: Rebecca Blank, Chancellor
 Bob Lavigna, Associate Vice Chancellor and Director, Office of Human Resources
 Mark Walters, Office of Human Resources
 Catharine DeRubeis, Office of Human Resources
 Meghan Owens, Office of Human Resources
 Tim Norris, Associate Vice Chancellor and Director, Budget Office
 Michael Bernard-Donals, Vice Provost for Faculty and Staff
 Jocelyn Milner, Associate Provost and Dir., Academic Planning and Institutional Research
 Margaret Harrigan, Academic Planning and Institutional Research
 Budget Officers