

UNIVERSITY OF WYOMING

Office of Academic Affairs

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POLICY ON OFF-CYCLE SALARY RAISES September 2010 Revised September 2011

This memo addresses questions related to salary raises for employees paid from section-2 sources in years when UW is not administering raises for employees funded from section-1 accounts. The university's policy is to maintain reasonable consistency in how we treat section-1 and section-2 employees, recognizing that there are inevitable differences.

General policy considerations

In the interest of consistent application of university salary policies, grant-funded staff employees and administrative professionals generally should not receive salary increases during a fiscal year in which there are no generally administered raises for section-1 employees. Section 2 reviews the documents that form the basis for this statement.

There are several bases for exceptions:

- **Promotions in rank.** Employees who receive promotions in rank may receive salary increases comparable to those normally offered to section-1 employees of the same type (staff, academic professional, and so forth). For each such employee, there must be a documented process, consistent with university regulations, for determining that he or she earned a promotion.
- **Equity.** Employees who are members of underrepresented groups and for whom there is a compelling case that (1) salaries are significantly below those of comparable employees holding similar positions and (2) there is no performance- or merit-based justification for the discrepancy may receive raises. In these cases there must be strong evidence that the discrepancy is both significant and inimical to fair employment practices.
- **Retention.** In some cases, supervisors may propose out-of-cycle salary increases to retain excellent employees whom the institution is at risk of losing to outside job offers. Credible evidence of a job offer such as an offer letter should be obtained before making a counter offer.
- **Staff Reclassifications.** Classified staff who experience position reclassifications may receive salary increases comparable to those normally offered to section-1 employees of the same type, subject to the rule that no such increase can result in a salary that is more than 15 percent into the new pay grade. (Employees whose salary already exceeds this limit may retain their current salaries after reclassification.) The UW Employee Handbook has more information on the classification/compensation process for classified staff members.¹

Any raise to a faculty member or academic professional based on one of these circumstances is subject to a review of the rationale and approval by the Provost or a designee. A staff raise based on one of these circumstances is subject to similar review and approval by the Vice President for Administration or designee.

¹<http://www.uwyo.edu/hrsupport/HR/Docs/EmployeeHandbook.pdf>, page 22. Note that there is no longer a provision for classified staff members who successfully complete their probationary periods to receive raises for that reason.