

UNIVERSITY OF WYOMING

Office of Academic Affairs

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To: Academic Deans and Directors
From: Nicole Ballenger
Subject: FY 2014 Retention Incentive Payments for Academic Personnel
Date: July 18, 2013
Copies: Myron Allen, Bill Gern, Carol Frost, Mark Collins, Janet Lowe, Rick DelaCastro, Kathie Hull, Chris Boswell, Bob Sternberg

The 2013 Wyoming Legislature approved a one-time retention incentive bonus to be paid to qualifying state employees in their October 2013 paychecks. According to the legislation, “the payment shall be up to one percent (1%) of each qualifying employee’s base salary up to one hundred twenty thousand (\$120,000), as of July 1, 2013” (House Bill 0001 – Enrolled Act No. 45 – Sixty-Second Legislature of the State of Wyoming, 2013 General Session).

The following Q&A’s are intended to address some anticipated questions about how the incentive bonus applies to academic personnel. Academic personnel include academic administrators, faculty, academic professionals (lecturers, research scientists, extension educators, and postdocs), and graduate assistants. Questions specific to payments for classified staff and other categories of employees should be directed to the Director of Human Resources, Rick DelaCastro.

Which employee groups are included in the incentive bonus? Consistent with HB 0001, UW is proposing the payment will apply to **all benefitted UW employees**, both full and part-time, who meet the state’s eligibility requirements. This category includes section I employees, section II employees, grant-funded employees, and graduate assistants (GA’s).

What determines eligibility by an academic employee? There are two eligibility criteria: (1) the employee must have been employed by UW on or before July, 1 2013 AND must be employed on October 31, 2013; and (2) the academic employee must be performing “competently,” that is, at least “at expectations” as of September 30, 2013. Academic employees who have been denied tenure, an extended-term contract, or reappointment will not be eligible for the payment.

Who determines eligibility by an academic employee? The Human Resources Department will determine eligibility based on dates of employment. Academic deans and directors, in conjunction with the Office of Academic Affairs, will determine eligibility based on performance. In addition to academic employees who have been denied tenure, extended term contracts, or reappointment, academic personnel will be ineligible if they received below-expectation ratings in research, teaching, or extension on their most recent performance evaluations.

How will the payment be calculated? Each eligible employee’s monthly base salary on July 1, 2013 will be multiplied by 12 to determine the employee’s annual wage, and the payment will be one percent of that amount, up to a maximum of \$1,200. Eligible employees whose annual salaries are greater than \$120,000 will receive the maximum bonus of \$1,200. Aside from the determination of eligibility based on performance, as described above, supervisors and administrators will not make adjustments to the payments based on employees’ relative merit or equity.

Where does the money come from? For section I employees, including state-funded GAs, the funds for the payments will come from a special state appropriation. For section II employees, the funds for the payments must come from the section II salary source utilized for the October 2013 payroll. For grant-

funded employees, the bonus is an allowable cost and the payments must come from the appropriate grant(s). The Human Resources Department will distribute lists of section II and grant-funded employees for review by colleges and other academic units sometime this summer.

When will academic personnel receive their bonuses? UW employees will receive the payments in their October paychecks. Employees will not receive a separate bonus check. Employees should be aware that the bonus payment is taxable income. The payments will not be credited toward any retirement plan contribution.