

Salary Guidelines
All non-classified / non-faculty positions
(including temps, students and extra help positions)
August 3, 2011

UAMS Guidelines for Administering Salaries of New Hires and Incumbents

- 1) Hire Rates:
 - a. Managers may hire up to the midpoint* of the Equity Advisor recommended range for the candidate/new hire. (Note: do not expect for current employee salaries to be moved upward if you choose to pay your new hire more than incumbent)
 - b. Hire offers above midpoint of the Equity Advisor recommended range must be reviewed by OHR Compensation.

Note: *Midpoint will vary for each candidate/new hire based on their years of experience and education for each position related to the job requirements.

The screenshot shows a web interface for a 'New Case' salary analysis. At the top right, it says 'logged in as: Kimberlee Finne | Logout'. Below this are navigation tabs: 'Employee/Supervisor Info', 'Equity Analysis', 'Analysis Results', 'Salary Analysis', and 'Review/Print/Submit'. The main heading is 'I. Calculated/Proposed Salary for: Education Coordinator'. Below this is a table with the following data:

Annual Salary*	Calculated Salary Range+			Proposed Salary*
	Min	Mid	Max	
	\$ 44445	\$ 45555	\$ 46667	<input type="text"/>

- 2) Promotion/Reclassification Increases:
 - a. Managers may hire up to the midpoint of the Equity Advisor recommended range for the employee with a limit of 10% increase. Example: if the midpoint would give the employee 16% increase this would be above the 10% limit and is not approved.
 1. Exception will be made if the 10% increase is below entry for the new title. When this exception applies, the department has the option to pay up to entry only.
 - b. Raises above 10% (entry when appropriate) or in excess of the Equity Advisor midpoint of the recommended range, **must be reviewed by OHR compensation.**
- 3) Lateral Move:
 - a. Moving from one area to another (interdepartmentally or intra-departmentally) in same position title.
 - b. Moving from one position to another position within the same equity advisor level.

Note: Do not expect a salary increase to accompany a lateral move.

- 4) Career Ladders: All pre-approved career ladders must be on file in OHR Compensation.
- 5) Interim Duties: The employee must assume responsibility for 100% of the position duties
 - a. Increases are limited to 10%. **If a department wishes to pay more, a request must be presented to the Human Capital committee.** The employee should not be assigned the additional duties or informed of an increase in salary prior to the request being reviewed and approved by the Human Capital Committee.
 - b. After the employee is relieved of the interim duties, the salary must be reduced to the level paid before interim duties were assigned.
- 6) Out- of- cycle increases (including retention, additional duties, market adjustments, workload increases, etc.) **will not be awarded without prior approval from the Human Capital Committee.** Until further notice all salaries are frozen, except for promotions and reclassifications.

7) Excess Effort:

- a. Must be reviewed and approved by the divisional/institutional committee.
- b. Once approved by the divisional/institutional committee, **the request must be reviewed and approved by OHR Compensation** prior to the employee being assigned planned additional duties.

Note: Refer to Administrative Guide 4.2.11 Paying Excess Hours for Exempt Personnel

8) Merit Increases:

- a. Only allowed with a completed performance evaluation document
- b. Amount of increase will be determined annually

Note: Until further notice all salaries (including merit increases) are frozen except for promotions and reclassifications.

- 8) Education Degrees/certificates: Salary increases may be considered for an employee if the degree/certificate attained is job related, and it results in a higher level of performance due to acquisition of additional skills, knowledge or abilities. **Salary increases may only be awarded with approval of the Human Capital Committee.**

9) Demotions

- a. The Equity Advisor must be applied to determine the appropriate salary for the new position

- b. Salary must fall within the recommended range
- c. To place the employee in a salary above the Equity Advisor range, approval must be granted by the Human Capital committee.

Any item that will need to be presented to the Human Capital Committee must be sent to Kim Finne by 4 p.m. each Wednesday.

- Note: you may not increase an employee's salary simply because it is less than entry rate shown on Equity Advisor. Until further notice, all salaries are frozen except for promotions and reclassifications.