

HR Cost Savings Measures for UAMS effective February 18, 2009 & revised September 28, 2009 for All Non-Faculty Positions

I. New Hires

New hires are those applicants selected for posted positions who are not currently employed, other than as temps or extra help, by UAMS.

All vacant positions must be audited by UAMS HR for appropriate position title and salary range before beginning any job postings or salary offer discussions.

All non-classified new hires will be reviewed using the *HR web-based salary tool and will enter below or within the range for that position with the exception of faculty's salary.

All applicants selected for posted positions must be reviewed by UAMS HR for appropriate match to minimum qualifications and for approval of the salary offer before any final hiring or salary decisions are communicated to the applicant.

Note: All new hire expenditures occurring after July 1st and not identified and approved through the annual campus budgeting process must be funded within the approved budget at the department level. No additional campus funding will be provided.

II. Promotions

Promotions are the movement of current employees from one position to another position of significantly greater responsibility, complexity and duty. Promotions may be within the department or work group or across departments or divisions.

Salary increases associated with promotions will be allowed only when there is an upward movement in salary range levels (as in movement in the HR salary levels from a level 9 position to a level 10 position) or when the current salary is below the appropriate range.

All promotional opportunities must be posted through UAMS HR and all will be audited by UAMS HR for appropriate position title and salary range before beginning any job postings or salary offer discussions.

Promotional salary increases will be no more than 10% or adjustment to a rate within the new range.

All applicants selected for promotion must be reviewed by UAMS HR for appropriate match to minimum qualifications and for approval of the salary offer before any final promotional or salary decisions are communicated to the applicant.

Note: All promotional expenditures occurring after July 1st and not identified and approved through the annual campus budgeting process must be funded within the approved budget at the department level. No additional campus funding will be provided.

III. Reclassifications

Reclassifications are the movement to a different position and/or title within the same work unit resulting from reorganization of the unit and/or growth in the duties and responsibilities of the position. Reclassification may or may not involve a change in salary.

Salary increases for reclassifications will be allowed only when there is an upward movement in salary range levels (as in movement in the HR salary levels from a level 9 position to a level 10 position) or when the current salary is below the appropriate range.

All reclassifications and reclassification salary adjustments will be reviewed and approved through UAMS HR before any final position or salary decisions are communicated to the employee.

Note: All reclassification expenditures occurring after July 1st and not identified and approved through the annual campus budgeting process must be funded within the approved budget at the department level. No additional campus funding will be provided.

IV. Market Adjustments

Market adjustments are increases to current salaries and/or established salary ranges for groups or blocks of positions based upon changes within the labor market. Market adjustments must be established using current salary survey data, documented turnover and recruiting difficulties and related market information.

Market adjustment ranges (not individual salaries) will be shared with the Administrative Council in advance of implementation, included in annual budget proposals and enacted only in January and July.

All market adjustments must be reviewed by UAMS HR for appropriate salary range and adjustment proposals before any final salary decisions are communicated to employees.

Note: All market adjustment expenditures occurring after July 1st and not identified and approved through the annual campus budgeting process must be funded within the approved budget at the department level. No additional campus funding will be provided.

V. Extra Duty Pay

Extra duty pay is a temporary increase in salary provided for assigned additional roles, responsibilities and duties substantially beyond those normally assigned to the role AND which require substantial additional time beyond the normal work schedule.

Extra Duty pay will be allowed only for assignments of greater than 90 working days and may begin only on the 91st work day with no retroactive pay for the first 90 days of the assignment. (Please refer to the attached guidelines for additional information.)

Extra pay must be recommended by the department chair or administrator and approved through the appropriate division administrator and all must fall within the appropriate salary range of the position using the HR web-based salary tool.

Note: All extra duty pay must be funded within the approved budget at the department level. No additional campus funding will be provided.

VI. Other Related Actions

All July 09 salary adjustments will be held to a 2% limit, which may be adjusted downward, depending on institutional financial health. The 2% limit includes all salary actions such as promotions, reclassifications, equity adjustments and market adjustments.

All July 09 promotions, reclassifications, extra pay and equity adjustments must follow the above guidelines.

All positions currently vacant and unadvertised as this date will be withdrawn to a central pool administered by UAMS HR. Any future vacated position that is denied for posting will be withdrawn to a central pool administered by UAMS HR.

All requests for position allocation and all requests to post or recruit for any non-faculty positions will be reviewed through the appropriate committee review and the Human Capital Committee for allocation and posting approval. UAMS HR will review for appropriate position and salary range assignment once approved through the Divisional or Human Capital Committee.

Employees hired, promoted or receiving other salary adjustments in the period of January through June will be eligible only for a pro-rated portion of the standard July salary increases.

New Hires, Promotions, Reclassifications, Market Adjustments, Extra Pay, Out of Cycle, additional positions, etc, occurring during the fiscal year must be funded through departmental or unit savings or reallocation of funds.

All adjustments and new positions occurring during the fiscal year are not automatically guaranteed for new or additional ongoing campus funding during the next campus budgeting cycle.

Additional salary funding and other funding shall not be achieved through increase in campus recharge fees. Other than those recharge increases already budgeted, approved and communicated as of this date, there will be no increases in campus recharge services as of this date forward for fiscal years 09/10.

All other requests for exceptions to these guidelines and/or appeal of UAMS HR salary and/or position decisions will be made ONLY through the appropriate Dean or Division Head to the UAMS Review Committee.

These procedures also apply to the use of U-Temps employees.

Exceptions to these guidelines for specific groups of positions, specific work units or specific work locations may be established. Exceptions will be made only in cases of critical-need positions, approved career ladders, classified position salary adjustments, faculty promotions, faculty recruiting and similar actions which have formalized and documented processes. All process exceptions must be approved in advance through UAMS HR before any action is taken and before any final decisions are communicated to employees or applicants.