

Administration Pay Plan

HIRING

Situation	Action	Authorized	Other
New Hires	Ability to hire up to the mid-point of the pay band HR provides recommended hiring ranges	VP and/or VP designee*	AVP of HR Approval for hires below minimum of pay band or above the mid-point of the pay band

PROMOTIONS

Situation	Action	Authorized	Other
Promotions	May pay up to the mid-point of the pay band or 20% of current base salary, whichever is greater	VP and/or VP designee*	AVP of HR Approval required for promotions below minimum of pay band or above the mid-point of the pay band or greater than 20% above current base salary

INCREASE IN RESPONSIBILITIES

Situation	Action	Authorized	Other
Temporary assignment of higher level duties or responsibilities on a temporary basis	May not exceed 20% of employee's base salary; may not exceed the maximum of the pay band	VP and/or VP designee*	AVP of HR Approval for increases below minimum of pay band or above the mid-point of the pay band
Permanent increase in duties (significant additional higher-level duties, but not enough to warrant an official change in classification)	May pay up to the mid-point of the pay band or 20% of employee's base salary, whichever is greater	VP and/or VP designee*	AVP of HR Approval required for increases higher than the mid-point of the pay band or 20% of current base salary
Reclassification – Official reclassification of current position to reflect a change in job duties resulting in a higher pay band (as determined by HR Class/Comp)	May pay up to the mid-point of the pay band or 20% of employee's base salary, whichever is greater	VP and/or VP designee*	AVP of HR Approval required for increases higher than the mid-point of the pay band or greater than 20% of the base salary

RETENTION

Situation	Action	Authorized	Other
Special pay increase to retain employees by deterring from seeking or accepting a non-USF job offer	Up to 20% above employee's current base salary	VP and/or VP designee*	AVP of HR Approval for increases above 20% of base salary

Special pay increase to ensure market competitiveness (market salary adjustment)	Up to 20% above employee's current base salary based on HR market data	VP and/or VP designee*	AVP of HR Approval for increases above 20% of base salary
Special pay increase for documented counter offer (from non-USF entity)	Up to 20% above employee's current base salary	VP and/or VP designee*	AVP of HR Approval for increases above 20% of base salary

INTERNAL PAY RELATIONSHIPS

Situation	Action	Authorized	Other
Maintain an appropriate internal pay relationship among employees in same class or organizational unit (compression/inversion and/or internal salary inequities)	Up to the mid-point of the pay band or 20% above employee's current base salary, whichever is greater	VP and/or VP designee*	AVP of HR Approval for increases above the mid-point of the pay band or increases greater than 20% of employee's base pay

RECOGNITION

Situation	Action	Authorized	Other
Bonus (incent strong performance based on established and defined criteria; prospective award)	Payment must comply with approved bonus plan (submitted in writing and pre-approved). Payments shall be lump sum only and not adjustments to base.	VP and/or VP designee*	VP and AVP HR Approval required for all bonus plans <i>before</i> implementation
Pay for Performance - reward for outstanding or exceptional performance demonstrating a sustained and measurable increase in productivity. In recognition of outcomes and/or goal accomplishments that have a long-term cumulative impact; for consistently superior performance over a number of years, for superior application of new competencies which are expected to be consistently applied over an extended period of time; to align base pay more appropriately with market based on performance.	Increases (lump sum or base adjustment) may not exceed 20% of base salary	VP and/or VP designee*	AVP HR Approval required for any payment above 20% and/or if the total of multiple awards to a single recipient exceeds 20% of base salary in any one fiscal year

Pay for Performance - recognition of short-term accomplishment; performance over a specific period of time or for a specific project/task; recognition of reaching a milestone in the accomplishment of a major goal or objective	Lump sum awards only (may not exceed 20% of base salary)	VP and/or VP designee*	AVP HR Approval required for any payment above 20% and/or if the total of multiple awards to a single recipient exceeds 20% of base salary in any one fiscal year
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DECREASE IN RESPONSIBILITIES

Situation	Action	Authorized	Other
Permanent change in assigned duties to lower-level duties typically found in a lower-level classification (position officially reclassified)	Pay may be adjusted accordingly to reflect the new lower classification if appropriate. Salary may not be over the maximum of the new class/pay band	VP and/or VP designee*	AVP HR Approval required for all related actions and salary recommendations. AVP HR may approve salaries above the maximum or below the minimum of pay class/band

DELAYED PAY INCREASE

Situation	Action	Authorized	Other
Desire to provide increase (i.e., upon promotion or reclassification) but insufficient funds available at that time to grant increase. This option is not available for actions other than promotions and reclassifications.	Delayed pay increase within six (6) months of action (intent for delayed increase must be in writing at the time of the initial action). May grant up to 20% of employees' base salary	VP and/or VP designee*	AVP of HR Approval for increases above 20% of base salary or above established pay band maximum

***VP designee must be identified and authorized in writing via the appropriate University procedures.**