

USG - FREQUENTLY ASKED QUESTIONS

ADVANCED SALARY INCREASE AND INCENTIVE COMPENSATION POLICY QUESTIONS

- 1. When did the BOR Policy on advanced salary increases take effect?**
BOR policy 8.2.24, Salary Administration and Incentive Rewards, became effective on October 1, 2017
- 2. Where can I find the HRAP guidelines and advanced salary Increase request Form?**
The current Salary Increase Administration Process HRAP has been updated to include a section on Advanced Salary Increases along with a link to the online request form.
- 3. How should I handle adjustments that were awarded prior to the effective date of this policy?**
A report of such adjustments within this fiscal year should be maintained by the Office of Human Resources, as such adjustments are subject to audit.
- 4. Are the new reporting and approval requirement for salary increase adjustments applicable to both faculty and staff?**
Yes.
- 5. Does the new policy apply to adjustments for temporary and/or part time employees moving into full time positions?**
The policy does not generally apply to temporary or part time employees moving into full time regular positions, unless the associated adjustment results in a salary above the new salary range minimum and is above the advanced salary increase policy threshold.
- 6. Does the policy apply to temporary pay supplements?** The policy does not generally apply to temporary adjustments that are intended to address short term organizational needs. As a general rule significant increases (outside of adjustment to new range) should be submitted for approval.
- 7. Does this policy apply to Faculty Summer Pay and Overload Pay?**
Not typically as Faculty Summer Pay and Overload pay must be provided within the guidelines established in Board policies.
- 8. Does this policy include request for additional duty pay?**
No, since additional duty pay is temporary, a request will not need to be submitted.
- 9. Where can I find Incentive Compensation policy?**
The Incentive Compensation guidelines and request form have been added to the current HRAP on Wage and Salary Administration.
- 10. Are all incentive programs (including coaching incentives) subject to the approval requirements?**
Yes, all incentive programs must be submitted for approval.