



UAB Medicine Compensation Guidelines for FY 17

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These guidelines apply to faculty and staff (regardless of payroll) in UAB Health System, UAB Hospital, University of Alabama Health Services Foundation, UAB School of Medicine, UAB Callahan Eye Hospital and Ophthalmology Services Foundation.

As we continue to assess how to best invest limited institutional resources, it is imperative that we implement and promote faculty and staff compensation practices that effectively support our most important asset, our people. To assist our academic and administrative units with these decisions, the following Compensation Guidelines are provided for the FY17 budget year.

- Merit Increases
 - UAB Medicine entities plan for a 3% merit increase for FY 17 for non-faculty employees.
 - There will be no Fixed Incremental Payments (FIPs); merits will be added to base rates.
 - Merit increases of more than 5% must be approved by the UAB Health System Chief Operating Officer or the Chief Financial Officer for UABHS and the School of Medicine.

- Faculty Promotion/Tenure
 - Faculty promotions may be funded if endorsed by the Dean of the School of Medicine (SOM).
 - All faculty promotions will be effective 10/01/2016.

- Pay Ranges
 - The UAB General Pay Range Structure for staff will be adjusted for FY17 due to the changes in minimum wage and the new required minimum for all exempt employees,
 - Some positions within UAHSF have moved to UAB ranges with recent market adjustments. All employees must be paid at least the minimum of the new range.
 - The UAHSF pay range structure is not changing for FY17.

- FLSA Adjustments
 - As a result of revised regulations from the Department of Labor, the exemption status of several job titles will move to nonexempt. Decisions will be based on **job title, not individual salary.**
 - Some departments may be required to increase employees to the new threshold of \$47,476 in order to maintain exempt status.
 - All salary adjustments and exemption status changes are effective 10/02/2016.

- Market, Internal Equity, and other Adjustments
 - Market adjustments for all UAB Medicine entities will be proposed by Human Resources, coordinated between entities, reviewed by the UAB Medicine Compensation Committee, and approved by the UAB Medicine Human Resources Committee.
 - Market adjustments will not be applied to individual employees who are on disciplinary probation or those who have less than¹satisfactory performance documented on performance evaluations.

- Plans for internal equity adjustments must be individually approved and that process begins by submitting the request to Human Resources. Requests must be approved by the appropriate Senior Vice President, Executive Vice President or the Senior Associate Dean of Administration and Finance for the SOM.
- Incentive Plans
 - New staff incentive plan proposals must be submitted to Human Resources by 9/1/16 to be considered for implementation in FY17.
- Faculty Compensation Plans
 - Plans must be submitted to UAHSF General Counsel by 9/1/16 for implementation in FY17.
- Lateral Transfers
 - Salary adjustments for lateral transfers will not be considered unless internal equity issues exist.
- New Hires
 - New hires may proceed in accordance with established policies provided funding is available.
- New Positions/Position Reclassifications
 - New positions/reclassifications may be requested under established Human Resources procedures. These will be reviewed to determine the appropriate job title and pay grade for the position. These requests require approval from the appropriate Vice President or the Chief Financial Officer for UABHS and the School of Medicine. Please note: once a position has been reviewed for reclassification, it is not eligible for review again for a minimum of 12 months.
- Retention Salary Adjustments
 - Retention salary adjustments are reviewed on a case-by-case basis. Initial review and approval begins with Human Resources with final approval from the UAB Health System Chief Operating Officer or the Dean of the School of Medicine.
- Salary Adjustments
 - Salary adjustments for probationary employees may proceed in accordance with established Human Resources policies provided funding is available.
- Additional Pay for Supplemental Duties
 - Requests for additional compensation for supplemental duties must be approved by the UAB Health System Chief Operating Officer or the Dean of the School of Medicine prior to submission for Human Resources review.
 - Equity adjustments, lateral transfers and retention adjustments in the SOM will continue to require additional approval from the Office of the Provost.