With the expiration of salary increase restrictions effective July 1, 2012, it is a university priority to address current salary inequities associated with multi-year budget reductions and legislative restrictions on salary increases to current state employees. In conjunction with Career Banding Salary Administration Policy 08.340, UNCW has adopted a compensation philosophy to address current salary inequities for SPA employees. In general, SPA employee salaries should fall within 90% - 110% of the applicable market reference rate for the assigned career band competency level. To address salaries that have fallen short of this goal the Cabinet has identified a limited pool of funds to aid departments in increasing salaries that are below 80% of the appropriate market reference rate for the assigned career band competency level.

In departments where employees fall below the 80% threshold, available departmental funds must first be used to address those salary inequities before other salary increases. Human Resources will meet with appointees in each area with employees below 80% of the market reference rate. Labor market equity reports will be provided to aid in determining salary increase proposals and new hire salary recommendations. Departments will provide Human Resources with a prioritized list of all other proposed salary increases that they plan to address in the next twelve months and identify funding sources.

After meeting with all divisions, HR will evaluate any remaining employees paid at 80% or less of the market reference rate and recommend distribution of the Cabinet funding.

Employees with “probationary” status, on extended leave, or with active disciplinary/performance issues (including a rating of “2” or below during the most recent evaluation period) are not eligible to receive an equity increase at this time.

The salaries of new employees, current employees accepting a transfer or promotion, and employees whose positions are being reclassified should be determined utilizing the following pay factors:

   a) Internal Pay Alignment (Equity) - The consistent alignment of salaries among employees who demonstrate similar required competencies in the same banded class within a work unit or organization. Discrepancies in equity must be addressed and approved by Human Resources prior to employing a new individual at a higher percentage of market than others in the work unit.

   b) Required and Demonstrated Competencies - The functional competencies and associated levels that are required based on organizational business need and subsequently demonstrated on the job by the employee, and the employee’s overall contributions and effectiveness.

   c) Appropriate Reference/Market Rate - The reference/market rate applicable to the functional competencies demonstrated by the employee.

   d) Financial Resources - The amount of funding that a manager has available when making pay decisions.

Proposed salaries in excess of the applicable market reference rate or that create a salary inequity must be made in writing and approved by the Provost and Human Resources prior to an offer of employment or salary discussions with an employee whose position is being studied. Requests must be based on exceptional circumstances such as labor market conditions, scarce skills, or areas of critical need.