

## Central Pool Funding

### Objective:

The central pool is used to assist departments with retention management and recruitment efforts. The objective is to ensure equitable distribution and to maximize the allocation of funds.

### Process:

- HRBP or Manager sends Compensation a request for central funding as part of an equity increase, job audit, new hire or retention increase
- Compensation reviews the request for central funds based on the following factors:
  - Amount of central funds available
  - Department is eligible to receive central funds. The Division of Biology and Medicine, the School of Public Health, and all other auxiliary and ancillary units and divisions whose staff salaries are funded from endowment, restricted gifts, or research grants are not eligible for central pool funding.
  - Position is in a department facing challenges in identifying funding for recruitment and retention efforts
  - Position is in a small department with limited funding flexibility and budget constraints
  - Position is in a Job Family with high turnover
  - Position is in a Job Family with significant recruitment challenges
  - Position's salary is significantly below the salaries of comparable jobs in the appropriate marketplace
  - Position requires skills and knowledge that are critical to the department
  - Position's salary is significantly below the average salary of similarly situated positions across campus
  - Position's budgeted salary is in the first quartile of the salary range
  - Department has not already been given significant central funds
  - Size of the requested adjustment amount
    - Adjustments range from \$1,000 to \$5,000 (FY18 average adjustment was \$3,000)
    - Adjustments greater than \$5,000 are typically funded jointly from central and department funds
    - Adjustments for senior leaders or where adjustments which exceed \$10,000 are typically funded by departments due to the large amount of the adjustment and limited central funds
    - Adjustments which exceed \$15,000 are funded by departments
- If central funding is approved, Compensation notifies HRBP or Manager and explains rationale. Compensation notifies the Budget Office and tracks dollars committed on tracking document.
- If central funding is not approved, Compensation notifies HRBP or Manager and explains why it wasn't approved and discusses options available.

**Timeframe for funding:** July 1 through June 30