V. FY20 Central Pool Funding Guidelines: Staff Salary Increase Process

Overview
University Human Resources (UHR) will have a central pool that can be used during the Staff Salary Increase Process or throughout FY20. The central pool is used to assist departments with retention management and recruitment efforts. It is also used to address the most pressing equity and promotional issues. UHR is responsible for reviewing all central fund requests and works closely with HR Business Partners and managers. UHR - Compensation Services will notify the Budget Office of all approved central funding requests.

Eligibility
All regular and fixed term staff positions funded by University funds are eligible. 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.

Criteria for Central Pool Funding
- Amount of central funds available
- 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 or significant recruitment challenges.
- Position’s salary is significantly below the salaries of comparable jobs in the appropriate marketplace or significantly below the average salary of similar positions across campus.
- Position requires skills and knowledge that are critical to the department.
- Position’s budgeted salary is in the first quartile of the salary range.
- Department has not already been given significant central funds.

Criteria for Equity & Promotion Funding
- Adjustments from the central pool typically range from $1,000 to $5,000.
- Adjustments greater than $5,000 are typically funded jointly from central and department funds.
- Adjustments greater than $10,000 are funded by departments.

How to Request Central Pool Funds
During the Staff Salary Increase Process: Central funding requests should be entered into the Salary Increase Process in Workday for review by UHR.

Outside of the Salary Increase Process: Central funding requests should be sent to the UHR - Compensation team for review.