

KEY HIGHLIGHTS OF CHANGES TO UAP 3500

*The below highlights are not all-inclusive.
Refer to UAP 3500 for specific details.*

UAP Section (Revised)	Current Language	Proposed Language	Specific Changes	Benefit of Changes
3. – Salary Determination	Refers specifically to starting salaries.	Expands use of salary determination to other types of compensation actions	See 3.2 for qualifying personnel actions.	Allows for greater flexibility in types of actions.
3.1 – Establishing a Salary	Language is vague in identifying how an increase is determined.	Language expanded to include salary determination criteria and clarifies parameters are established by using the Salary Placement and Equity Tool (SPET).	<ul style="list-style-type: none"> • SPET will identify a pay range based on education and related experience; can consider other factors. • Will no longer require additional approval for salaries above the mid-point if within the SPET range. • Justification for salaries outside of recommended SPET range will require approval by HR. 	<ul style="list-style-type: none"> • Provides a competitive salary range based on an individual's specific education and related experience, relative to salary grade. • Allows departments to compensate employees more competitively with extensive work experience by allowing greater flexibility above mid-point.
3.2 – Internal Equity	Equity applies only to New Hires and Rehires.	<ul style="list-style-type: none"> • Expands equity reviews to additional qualifying personnel actions in addition to new hires. • * Allows opt-in to Review at the School/College/Division/Level 3 Org. 	Equity now applies to: <ul style="list-style-type: none"> • New hires • Rehires • Reclassifications • Career Ladders • Demotions • transfer • Salary Placement Reviews 	<ul style="list-style-type: none"> • Expands types of eligible actions.
4.3 – Change in Grade	Language is vague in identifying how an increase is determined.	Refers to 3. Salary Determination	Refers to the policy section that provides guidance in determining a competitive range using SPET for various actions identified in 4.3.	<ul style="list-style-type: none"> • Provides a competitive salary range based on an individual's specific education and related experience, relative to salary grade. • Replaces historical practices limiting grade change increases to a specific % (i.e. – 7% increase for in-range – 10% increase for 1-level grade change, etc.).

4.3.4 – Market Study	Language does not allow for salary adjustments unless falling below the minimum of the salary grade.	Allows for possible increases due to market study.	Salaries may be adjusted upward when market data obtained from the market study indicates such adjustments are warranted	<ul style="list-style-type: none"> • Additional flexibility to pay competitively based on the market.
4.5 – In-Range Salary Adjustments	<p>Contains various types of in-range salary options:</p> <ol style="list-style-type: none"> 1. Higher level duties; and 2. Same or lower level duties when a position is eliminated. 	Allows for in-range adjustment when an employee’s scope of responsibilities has expanded, and the additional duties are a substantial part of the employee’s workload.	<ul style="list-style-type: none"> • Consolidates various types of in-range salary adjustment opportunities under one, larger umbrella. • Internal Equity is not considered for in-range adjustments; Sec. 3.2 does not apply. 	<ul style="list-style-type: none"> • Streamlines multiple processes to one approach for ease of administering. • Expands in-range to allow for taking on additional duties at any level.
4.6 - Salary Placement Review	Currently conducted as ad-hoc reviews. Requires an exception to policy to initiate any resulting salary changes.	Departments may request a salary placement review when there are concerns that a current employee’s salary level is inconsistent with the salary placement parameters identified by SPET.	<ul style="list-style-type: none"> • Allows for ad-hoc salary reviews when there is a potential inequity. • Sec. 3.2 applies. 	<ul style="list-style-type: none"> • No longer requires AVP of HR approval for an exception to policy related to salary changes.

* In exceptional circumstances, a dean or vice president may request approval to administer internal equity at a scope other than the Level 3 organization.