2012 – 2013 SALARY GUIDELINES

Revised 7/1/12
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2012 – 2013 UAMS Salary Guideline Summary

These guidelines are a summary of the information found in 87th General Assembly 2009 Act 688, 88th General Assembly 2011 Act 1017, the UAMS Personnel Services Appropriations Act 1078 for 2012 – 2013, and reflects other acts, laws and policies of the State of Arkansas and UAMS. The guidelines apply to all salary actions for July 1, 2012 through June 30, 2013.

Additional specific details on many of these issues are found in the UAMS Administrative Guide, UAMS Medical Center Policies & Procedures and OPM’s website. The UAMS Office of Human Resources Classification and Compensation section should be contacted on questions regarding these policies and related actions. Please refer to this document for future changes and updates.

Classification Overview

UAMS has 4 types of employee classifications for salary purposes:

- **Classified Positions**
  - These positions are under the state classification system due to similar positions that are used throughout state agencies
  - There are 30 grades
  - Each class (job title) specification has minimum qualifications and a minimum entry rate of pay
  - Most of these graded positions are paid by-weekly
  - Salary adjustments requires OHR and OPM's approval

- **Non Classified Patient Care**
  - These positions are not under the state classification system. They are governed by the Department of Higher Education.
These positions have line item maximums that are established by the state legislature in the UAMS Appropriations Act.

Salary adjustments can be accomplished through the UAMS internal approval process.

Generally, most of these positions are paid bi-weekly.

- Non Classified Administrative & Professional
  - These positions are not under the state classification system. They are governed by the Department of Higher Education due to similar positions that are primarily used by Higher Education.
  - These positions have line item maximums.
  - Salary adjustments can be accomplished through the UAMS internal approval process.
  - These positions are paid monthly.

- Non Classified Faculty
  - These positions are not under the state classification system. They are governed by the Department of Higher Education due to similar positions that are primarily used by Higher Education.
  - These positions have line item maximums.
  - Salary adjustments can be accomplished through the UAMS internal approval process.
  - These positions are paid monthly.

**General Salary Guidelines**

- All salary changes must be approved before discussing them with the employee.

- Market adjustments will not be granted unless substantial turnover or recruiting problems exist that can be documented.

- Equity adjustments should be made during the annual budgeted time (July Load).

- Documentation of approval for all salary changes must be included in SAP via the F9 note on the salary screen (0008 Basic Pay).
Types of Salary Increases

There are several types of salary increases that affect the employee’s base salary:

- **Promotional Increase** – The position was posted on the web and the employee applied for another position.

- **Reclassification Increase** – The employee’s duties changed and a Position Allocation Request (PAR) was submitted.

- **Salary Increase** – Market adjustments

- **Merit Increase** – The employee was evaluated/reviewed for performance

- **COLA** – Cost of Living Increase, normally given in July

F9 Notes Information

The following information should be included on F9 Notes in SAP when applicable:

- **Reason for the Salary Adjustment** – Promotion, Reclassification, Salary Increase (Market Adjustment), Merit Increase (Job Performance), Demotion, PRN Pool

- **Equity Advisor Case Number**

- **All Approvals Required by the Department**

- **Copy of the Template/Grid/Calculation, Incentive or Career Ladder Used for the Salary Adjustment**

- **Certification/License/Degree Obtained**

- **Adjusted Salary Amount and Ending Dates for Temporary/Interim Assignments**
Classified Positions

UAMS positions that are under the state classification system.

Cost of Living Increase for Classified Employees

Effective June 28, 2009, a new Pay Plan was applied for all classified staff for UAMS and Arkansas state employees.

UAMS did not implement the full plan on June 28, 2009. It has been implemented by a step process. Further implementation timeframes will be announced at a later date.

All Classified staff must be paid at least the minimum of the position that they are assigned; however they cannot be paid higher than the maximum for that grade.

If a classified employee’s calculated salary is above the Maximum or Career for employees with 15 years or more of state service, a payment of a lump sum amount for the difference will be paid on the last pay period of the fiscal year.

Salary minimum and maximum amounts for all position titles are found in the SAP/HR report “Z_HR_JPAY”.

See next page for the Career Service Pay Plan Grid
## CAREER SERVICE PAY PLAN

<table>
<thead>
<tr>
<th>PAY GRADE</th>
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<th>MAXIMUM</th>
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Salary for New Hires and Rehires – Classified Employees

Effective July 1, 2012, all appointments to a classified position will be paid at the entry rate of the grade assigned.

Salary Administration Grids – These are preapproved plans of salary administration for mission specific classifications:

- The Following Grids have been approved:
  - Computer Support Specialist for Telecommunications - With prior approval from HR and they meet the following requirements:
    
    Step 1: An employee would begin at entry, $35,554 when they meet the minimum requirements for the job, which is a bachelor’s and 2 years of experience in a related field.

    Step 2: A candidate or current employee entering the position would begin at $38,398 or 8% raise, whichever is greater, when the following additional requirements are met:
    - One year of additional experience programming Nortel Centrex DMS 100 system;
    - Passing a competency evaluation

    Step 3: A candidate or current employee entering the position would begin at $41,470 or 8% raise, whichever is greater, when the following additional requirements are met:
    - Two years of additional experience programming Nortel Centrex DMS 100 system
    - Successfully completed the Nortel coursework and received certification on in one of the following courses
      - Nortel Data Configuration and Management for Meridian 1 and CS1000
      - Nortel Meridian 1/SC1000 System Moves, Adds and Changes

    Step 4: A candidate or current employee entering the position would begin at $44,788 or 8% raise, whichever is greater, when the following additional requirements are met:
    - Three years of additional experience programming Nortel Centrex DMS 100 system
    - One or more of the following additional certifications are achieved
      - Nortel BCM Configuration and Maintenance
      - Intertel Axxess Programming and System Administration
AVST Call Xpress Administration
Nortel Call Pilot Systems Administration and Applications

Cooks - With prior approval from HR and they meet the following requirements:

- New Hires that meet the minimum requirements for the position – $19,200
- New Hires or current employees entering the position that meet the minimum requirement for the position and have 1 additional year of cooking experience – Up to $20,196
- New Hires or current employees entering the position that meet the minimum requirement for the position and have 2 additional years of cooking experience – Up to $21,195
- New Hires or current employees entering the position that meet the minimum requirement for the position and have 3-5 additional years of experience in a high volume upscale retail outlet preparing entrees, soups, sauces and vegetables from scratch – Up to $22,194
- New Hires or current employees entering the position that meet the minimum requirement for the position and formal cooking school and /or 5 + additional years of experience as a lead or head cook at high volume retail outlet or institution – Up to $23,192
- New Hires or current employees entering the position that meet the minimum requirement for the position and formal cooking school and / or 5 + years of experience as a lead or head cook at a high volume retail outlet or institution plus experiences in all aspects of food production such as bakery, salads and writing recipes – Up to $24,190

Food Preparation Technician – With prior approval from HR and they meet the following requirements:

- New Hires that meet the minimum requirements for the position – $16,467
- New Hires or current employee entering the position that meets the minimum requirements for the position and 1 year of food service and customer service experience; some knowledge in alternate areas of an upscale facility – Up to $17,063
- New Hires or current employee entering the position that meets the minimum requirements for the position and 2 years of food service and customer service experience; some knowledge in alternate areas of an upscale facility – Up to $18,470

- New Hires or current employee entering the position that meets the minimum requirements for the position and 3 – 5 years of experience in a high volume upscale retail outlet completion of customer service training – Up to $19,469

- New Hires or current employee entering the position that meets the minimum requirements for the position and 6 + years of food service experience, employed by a high volume retail outlet or institution with additional formal education in customer or food service and training in other areas of food service operations— Up to $20,467

- Physical Plant Apprenticeship Career Ladder

  - **Plumbers Apprenticeships**
    - Step 1: Start at S081 – Grade C105 – Apprentice Tradesman)
    - Step 2: After successful completion of one (1) year, including completion of approved exams and competency evaluation and a 8% increase under the appropriate functional title of Apprentice Tradesman II (with appropriate functional title for the respective craft). The Physical Plant will have to monitor this very closely to ensure employees receive merit increases, if warranted.
    - Step 3: After successful completion of two (2) years, including completion of approved exams and competency evaluation, 8% increase under the appropriate functional title of Apprentice Tradesman III (with appropriate functional title for the respective craft). The Physical Plant will have to monitor this very closely to ensure employees receive merit increases, if warranted.
    - Step 4: After successful completion of three (3) years, including completion of approved exams and competency evaluation, and a 8% increase under the appropriate functional title of Apprentice Tradesman IV (with appropriate functional title for the respective craft). Merit again will have to be monitored closely and appropriately applied.
    - Step 5: After successful completion of four (4) years, including all exams and a complete competency evaluation move to entry salary of the title of S031 –
Grade C115 - Skilled Tradesman- (with appropriate functional title for the respective craft).

- Electrician, HVAC or Controls Apprenticeships

- Step 1: Start at S081 – Grade C105 – Apprentice Tradesman
- Step 2: After successful completion of one (1) year, including completion of approved exams and competency evaluation an 8% increase under the appropriate functional title of Apprentice Tradesman II (with appropriate functional title for the respective craft). The Physical Plant will have to monitor this very closely to ensure employees receive merit increases, if warranted.
- Step 3: After successful completion of two (2) years, including completion of approved exams and competency evaluation and a 8% increase under the appropriate functional title of Apprentice Tradesman III (with appropriate functional title for the respective craft). The Physical Plant will have to monitor this very closely to ensure employees receive merit increases, if warranted.
- Step 4: After successful completion of three (3) years, including completion of approved exams and competency evaluation, and a 8% increase under the appropriate functional title of Apprentice Tradesman IV (with appropriate functional title for the respective craft). Merit again will have to be monitored closely and appropriately applied.
- Step 5: After successful completion of four (4) years, including all exams and a complete competency evaluation move to entry salary of the title of S031 – Grade C115 - Skilled Tradesman- (with appropriate functional title for the respective craft).

- Police

An Officer new hire that meets the minimum requirements for the position
Entry Salary - $30,713

An Officer new hire that meets the minimum requirements for the position and 1 year of experience
Entry Salary - $32,250

For a Sergeant level - If the employee or applicant has at least two (2) years certified law enforcement experience and currently possess a
General Certificate from the Arkansas Commission on Law Enforcement Standards they will be made a Sergeant, Public Safety Officer,

Entry Salary – $33,784 up to $36,029 based on additional years of experience

**For a Lieutenant level** - If the employee has four (4) years of certified law enforcement experience, have a minimum of two (2) years supervisory experience, currently possess a General Certificate from the Arkansas Commission on Law Enforcement Standards, and currently hold the rank of Sergeant they are eligible to be promoted to a Lieutenant level, Public Safety Supervisor

Entry Salary - $38,611 or 10% whichever is greater

**For a Captain Level** - If the employee is currently a Lieutenant and has four (4) to five (5) years of certified law enforcement experience, have a minimum of two (2) years supervisory experience in a Lieutenant position, currently possess a General Certificate from the Arkansas Commission on Law Enforcement Standards, they are eligible for promoted to Captain, HE Public Safety Commander II

Entry Salary - $42,472 up to $44,966 based on Experience,

The criteria used for promotions of the Sergeant and Lieutenant positions are:

1. Written exam
2. Written test score
3. Years of service and experience in law enforcement
4. Annual evaluation scores
5. Commendations/letter of appreciation
6. Disciplinary actions (current within one (1) year)
7. Supervisory experience (when applicable)

A promotions committee of at least three (3) members, who are selected by the Executive Director of Campus Operations, will review the above criteria for all who meet the eligibility requirements. This committee will also conduct an oral interview of eligible candidates. Upon completion of all oral interviews and examination of required criteria documents, the committee submits to the Chief of Police and the Executive Director of Campus Operations their recommendation of the most qualified applicant for the vacancy.

- Research Technician – If the applicant or employee entering the position meets the minimum requirements for the position, the following salary may be offered with prior HR approval:
- High School + 2 Years of lab or research experience -- OR -- Associate's Degree - Up to $21,827

- High School + 3 Years lab or research experience -- OR -- Associate's Degree + 1 Year of experience – Up to $25,227

- High School + 4 Years of lab or research experience -- OR -- Bachelor's Degree – Up to $28,627

- High School + 5 Years of lab or research experience -- OR -- Bachelor's Degree + 1 Year – Up to $32,027

- Medical Billing Specialist – If the applicant or employee entering the position meets the following minimum requirements for the position, the following salary maybe offered with prior HR approval:

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<tr>
<th>Title</th>
<th>Salary</th>
<th>Min Requirement</th>
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<tr>
<td>Cash Poster</td>
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<td>Data Processor/Scanner</td>
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Other Types of Salary Administration

- Exceptionally Well Qualified Special Entry Rate
  - In instances where an applicant's background and experience qualifies him/her to perform the job with very little or substantially less orientation and training than other qualified applicants a request for a higher entry rate may be requested.
  - Please contact the OHR Compensation Office to determine the highest level of salary that can be requested.
  - Request must include:
- Documentation that no current employee, (1) applied for promotion or (2) any current employee applying for promotion was determined to not be an equivalent alternative to the exceptionally well-qualified applicant.

- Applicant Summary Sheet

- Exceptionally Well Qualified Entry Rate Form
  - Must be approved by OPM prior to hiring the employee
  - Does not apply for internal promotions

- Return to State Service
  - **Employee Returning Within 30 Working Days**
    - If the employee is a former UAMS employee, it will be processed as a transfer rather than a re-employment. The previous termination will be backed out of SAP.
    - If the employee is a former State employee, it will be processed by UAMS as a New Hire for SAP purposes.
    - If the employee remains at the same pay grade (no change in salary), it will remain the same.
    - Employees transferring from one classified position to another at a higher or lower grade will be considered as being promoted or demoted as applicable.
    - Employees transferring from an unclassified position to a classified position will have their rate of pay fixed at a rate within the grade for the new classification which does not exceed the salary previously earned, up to the maximum salary authorized for the position at the discretion of the hiring department.

  - **Employees Returning After 30 Working Days**
    - When a classified employee has been out of state service for more than 30 working days and returns to state service, the rehired employee shall be eligible for a rate of pay equal to his/her exit salary at the discretion of the hiring department.
    - If a former or transferred employee was previously employed in an unclassified position, the employee shall be eligible for a rate of pay equal to his exit salary. However the salary cannot be over the maximum for that grade.
- A proof of Prior Service Form must be completed and signed by the former agency and submitted to OHR before approval of salary is granted.

**Salary Adjustments for Current Classified Employees**

There are several compensation items that can be added to a classified employee’s base pay. They include:

- **Promotions**
  - Promotion involves the application and selection for a higher graded/level vacant position following open job posting and recruitment through the Office of Human Resources. Salary adjustments are calculated as follows:
    - For promotions of any grade level, multiply the current salary by 1.1 (10%) or entry of new grade (whichever is greater).
    - In either case, the new salary may not exceed Pay Level Maximum of the new grade unless the employee has 15 years or more of state service. Then the amount cannot be greater than the Career Level.
    - If the effective date of the promotion is the same date as the effective date of the COLA, the employee should receive the COLA first then the promotional amount of 10%.
    - Temporary Promotions are employees who have assumed job duties in an interim basis that otherwise would be a promotion if permanently assigned. These will need justification listed on the F9 note when completing the salary increase.
    - Promotions from a classified position to a non-classified position should be equitable with similar positions in the department or campus.
    - Promotions from non-classified to classified position - Employees transferring from an unclassified position to a classified position may have their rate of pay fixed at a rate within the grade for the new classification which does not exceed the salary previously earned, up to the maximum salary authorized for the position.

- **Reclassifications**
  - A reclassification is an approved change in the classification title that reflects a change in the primary duties and responsibilities of the position.
• Reclassification within the classified pay plan
  • If reclassification is to recognized a reorganization that caused substantial increase to the employees duties causing the reclass to be a higher pay grade
    o Employee receives a 10% increase for a higher grade or to the minimum of the new pay grade, whichever is greater and the salary is not over the Line Item Maximum for that grade.
  • If the reclassification cause the reclassified position to be at a lower pay grade - for salary calculation refer to Demotions.

• Demotions
  o Demotion due to closing of positions or loss of funding does not require reduction in salary.
  o Demotion involves the voluntary or involuntary movement of an individual into a lower graded position.
  o Salary decreases are calculated as follows:
    • When an employee is demoted for cause or voluntarily solicits a demotion to a lower grade, his or her rate of pay will be reduced by 10%. If the employee’s salary falls below the entry pay level of the new grade upon demotion, their salary shall be adjusted to the entry level for that grade.
    • For demotions of any grade level, divide the current salary by 1.1 (10%).
    • The new salary may not exceed Pay Level Maximum of the new grade unless the employee has 15 years or more of state service. Then the amount can not be greater than the Career Level.
    • If the employee is demoted to the former position within a twelve-month period after promotion they are eligible for a rate of pay no greater than that for which the employee would have been eligible had the employee remained in the lower graded position.

• Changes Unclassified to Classified due to Promotions or Reclassifications
  • May have their rate of pay fixed at a rate within the grade for the new classification which does not exceed the salary previously earned, up to the maximum salary authorized for the position.

• Changes from Classified to Unclassified due to Promotion or Reclassification
  • Promotions from a classified position to a non-classified position should be equitable with similar positions in the department or campus and use the Equity Advisor tool to determine the recommended range.
• **Transfers from another state agency or institution to UAMS in a classified position**
  
  o Any employee who transfers from another state agency or institution shall receive any demotion or promotion based on the paygrade leaving and the paygrade being offered at UAMS. If the employee is transferring to a new classification or the same classification at the same grade, the employee’s rate of pay will remain the same.

• **Shift Differential**
  
  o Classified staff employees are eligible for differential rate payments of 10% of base salary for hours worked on evening and night shifts as defined in the Administrative Guide.
  
  o Classified employees in areas providing critical and emergency support for the clinical and physical operations of UAMS may be eligible for shift differential up to 15% of hourly rate, following prior approval by Human Resources and the Chancellor.
  
  o Shift work must begin no earlier than 2:30 p.m. and end no later than 8:00 a.m. the following day.
  
  o Hours to be paid at differential rates vary by classification. For those employees routinely using Accutime (Kronos) to clock IN and OUT, the system automatically determines when shift rules are met and generates hours to be paid as paycode SHIFTDIFF 10, SHIFTDIFF 14, SHIFTDIFF 20, or others as appropriate: For employees who do not clock IN and OUT, the department timekeeper must manually determine which hours are to be paid at a differential and manually add hours at one of the paycodes.
  
  o Shift differential is not paid on hours not worked, such as vacation, sick, holiday, comp time and other time off.

• **On-Call Pay Rates**
  
  o "Call pay" is defined as a predetermined amount of hourly compensation paid to an employee in a designated classification (class code) when the employee is scheduled for stand-by duty. This is nonrestrictive call in that the employee must be accessible by telephone or pager. "On-site" presence of the employee must be paid as regular hours worked or overtime.
  
  o Classified staff employed in positions providing critical or emergency support of the clinical and physical operations of UAMS are eligible to receive call pay.
  
  o Compensation may exceed the maximum for that grade when call pay is applied.
  
  o Call Pay is entered as a number of hours into Accutime (Kronos) by the department timekeeper as CALL 1.00, CALL 1.50, or CALL 2.00, referring to the amount per hour.
• Call pay is limited to 48 hours per week.

• Call pay cannot be paid to any employee who fails to respond after the second notification that his or her services are needed. If the equipment or paging device malfunctions, the penalty does not apply.

• At the point were the employee on-call receives the call to return to work, the hours are treated as "at work" hours, a minimum of one hour will be paid as travel time and one hour of call back, and all hours will be paid at the premium rate.

CLASSIFICATIONS ELIGIBLE FOR CALL PAY

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<thead>
<tr>
<th>Classification</th>
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<th>Rate</th>
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<td>Skilled Tradesman</td>
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<tr>
<td>Systems Analyst</td>
<td>D044C</td>
<td>1.00</td>
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• Call Back Pay

• Call Back" status occurs when an employee on-call is required to return to work to perform tasks. Pay shall include one-hour of "Travel" time and a minimum of one hour of regular time. Further, both travel and regular time worked during "call back" will be paid at a premium rate of 50% (time and a half).

• Kronos codes are as follows: "TRAVEL", "REG" and the premium rate of "CALLBACK50"

• Overtime

• Non-Exempt ("hourly") Classified staff employees earn overtime at the rate of one and one-half times the average hourly rate of pay for that week for each hour beyond 40 worked in a week.

• Overtime may be paid through payroll or accrued as Compensatory Time Off.

• Please note that Classified exempt ("salaried") staff are not eligible for shift differential, on-call or overtime pay.
• **Career Service Bonus**

  o Classified staff employees are eligible for annual Career Service Payments for ten or more cumulative years of full-time State service.

  o Payments are:
    - $600 per year upon completion of years 10 through 14
    - $700 per year for completion of years 15 through 19
    - $800 per year for completion of years 20 through 24
    - $900 per year for completion of 25 or more years of service.

  o An employee may receive only one payment within a single calendar year. The payment is made during the month of the employee’s “Career Service Date” found on infotype 0041, Date Specifications.

• **Merit Increase Pay Plan**

  o As of June 28, 2009 Merit increase percentages were suspended by the UAMS – the review process is still mandatory, however no salary increases at this time.

  o For those hired prior to October 1, 2006, the review date is October 1, 2007

  o For those hired after October 1, 2007, the review date is their current hire date.

  o The review date is the employee’s “Review Date” found on infotype 0041, Date Specifications.

• **Compensation Differentials**

  o Request for compensation differentials in accordance with Act 688 & 1017 should be made to OHR prior to discussing with staff for processing and approval.

• **Special Rate of Pay**

  o (Note: Effective July 1, 2012, Special Rate of Pay for a Second Language has been suspended and will not be compensated). Any employee whose specific job assignment requires the skill to communicate in a language other than English, including American Sign Language, and which skill is required as a secondary minimum qualification by the classification specification for the
position occupied by the employee, shall be eligible to be paid up to an additional ten percent (10%) of the employee's salary.

- An employee who is receiving additional compensation under the provisions of this section and who moves into a position that does not require the skill to communicate in a language other than English, or whose position no longer requires the use of the skill, shall revert, on the effective date of the change, to the rate of pay for which the employee would otherwise receive.
Non-Classified Patient Care Positions

UAMS positions that are not under the state classification system that have direct patient care responsibilities.

Salary for New Hires and Rehires Non-Classified Employees

For Equity Advisor positions, managers may hire up to the midpoint* of the Equity Advisor recommended range for the candidate/new hire

Hire offers above midpoint of the Equity Advisor recommended range must be reviewed by OHR Compensation.

Note: *Midpoint will vary for each candidate/new hire based on their years of experience and education for each position related to the job requirements.

Cost of Living Increase for Non-Classified Patient Care Employees

Effective July 1, 2012 new line item maximum rates have been increased by 3%.

Salary minimum and maximum amounts for all state position titles are found in the SAP/HR report “Z_HR_JPAY”.

The formula for classified staff may be followed but departments have flexibility with individual increases.

- Return to State Service
Employees Returning After 30 Working Days

- When a non-classified employee has been out of state service for more than 30 Working Days and returns to state service, the rehired employee shall be eligible for a rate of pay equal to his/her exit salary at the discretion of the hiring department.

- A Proof of Prior Service Form must be completed and signed by the former agency and submitted to OHR for accurate vacation rate and career service.

Salary Adjustments for Current Non-Classified Patient Care Employees

There are several compensation items that can be added to a non-classified patient care employee’s base pay. For the most up to date information refer to Hospital policies 212 located at [http://intranet.uams.edu/uh/policy/Human%20Resources/hr212.htm](http://intranet.uams.edu/uh/policy/Human%20Resources/hr212.htm).

- Career Ladders
  - Approved Career Ladders:
    - Registered Nurses
    - Mental Health Professional for PRI
    - Hospital Medicaid
    - Hospital Admissions
    - Clinical Dietitian
    - Sterile Service
    - Pharmacy Techs
    - Clinical Research Assistant for Cancer Institute
    - Regulatory Specialist
    - Monitoring Manager

- Equity or Out of Cycle Adjustments

  *Effective July 1, 2011, Equity or Out of Cycle Adjustments will not be awarded without prior approval from the Human Capital Committee. Until further notice all salaries are frozen, except for promotions and reclassifications*

  A current employee must meet the following criteria to be considered for an equity adjustment:

  - The employee must have completed his/her probationary period.
• The employee must not have been reclassified (within the previous 6 months).
• The employee has not been hired or promoted (within the previous 6 months).
• All salary adjustments or offers must first be processed thru the Equity Advisor web tool and discussed with HR prior to discussing with employee or applicant.

  o Increases other than those approved during Budget hearings and those made within an approved compensation plan (such as patient care incentive and merit plans, etc.) are “out-of-cycle adjustments”. Such adjustments are subject to review by Division, Human Resources and/or approval by the Vice Chancellor for Finance.

  • Departments must receive all approvals prior to entering a salary change into SAP.
  
  • The written justification required for all salary increases or changes must be attached in SAP as an F9 note.

• If the new salary request will place the employee at or over their LIM, any amount over the LIM should be paid as a lump sum up to 2% salary increase over the LIM.

• Special Rate of Pay
  
  o With approval RNs and Nurses Anesthetists in UAMS Medical Center may be paid up to twenty (20) percent more than the line item maximum with the approval of the Board of Trustees.

  o (Note: Effective July 1, 2012, Special Rate of Pay for a Second Language has been suspended and will not be compensated). Any employee whose specific job assignment requires the skill to communicate in a language other than English, including American Sign Language, and which skill is required as a secondary minimum qualification by the classification specification for the position occupied by the employee, shall be eligible to be paid up to an additional ten percent (10%) of the employee's salary.

  o An employee who is receiving additional compensation under the provisions of this section and who moves into a position that does not require the skill to communicate in a language other than English, or whose position no longer requires the use of the additional compensated skill, shall revert, on the effective date of the change, to the rate of pay for which the employee would otherwise receive.

• Promotions
o A promotion is defined as movement from a classified position to a non-classified position or movement from a lower non-classified pay level position to a higher pay level.

o Promotion involves the application and selection for a vacant position following an open job posting and recruitment through the Office of Human Resources.

o Temporary Promotions are employees who have assumed job duties in an interim bases that otherwise would be a promotion if permanently assigned. These will need justification listed on the F9 note when completing the salary increase.

o For Equity Advisor positions, managers may offer up to the midpoint of the Equity Advisor recommended range for an employee with a cap of 10%.

  - Exception will be made if the 10% increase is below entry for the new title. When this exception applies, the department has the option to pay up to entry only.

o Raises above 10% (entry when appropriate) or in excess of the Equity Advisor midpoint of the recommended range must be reviewed by OHR compensation.

- Demotions

  o Demotion involves the voluntary or involuntary movement of an individual into a lower position. Demotion, by request of the employee or by reassignment by the supervisor, may involve a reduction in salary.

  o For Equity Advisor positions, The equity advisor must be applied to determine the appropriate salary for the new position. Salary must fall within the recommended range. To place the employee in a salary above the equity advisor range, approval must be granted by the Human Capital committee.

- Changes from Unclassified to Classified due to Promotions or Reclassifications

  o Will have their rate of pay fixed at a rate within the grade for the new classification which does not exceed the salary previously earned, up to the maximum salary authorized for the position.

- Changes from Classified to Unclassified due to Promotion or Reclassification

  o Promotions from a classified position to a non-classified position should be equitable with similar positions in the department or campus and use the Equity Advisor tool to determine the recommended range.

- Reclassifications

  o A reclassification is an approved change in the classification title that reflects a change in the primary duties and responsibilities of the position.
For Equity Advisor position, to determine the requested increase amount, the department should consider the individual’s performance, background, knowledge and other relevant skills, as well as internal equity within the area by using the Equity Advisor Salary web tool.

Managers may offer up to the midpoint of the Equity Advisor recommended range for employee with a limit of 10% increase.

Exception will be made if the 10% increase is below entry for the new title. When this exception applies, the department has the option to pay up to entry only.

Raises above 10% (entry when appropriate) or in excess of the Equity Advisor midpoint of the recommended range must be reviewed by OHR compensation.

**Lateral Moves**

- Moving from one area to another (interdepartment or intradepartment) in same position title.
- Moving From one position to another position within the same equity advisor level.
- No salary increase to accompany a lateral move.
- All lateral moves involving a salary increase must be approved by OHR Compensation before making the offer.

**Shift Differential**

- Shift Differential of 20% for certified/licensed staff and 14% for non-licensed non-classified staff should be paid for when shift work begins no earlier than 2:30 p.m. and ends no later than 8:00 a.m. the following day. Shift differential is not paid on hours not worked, such as vacation, sick, holiday, comp time and other time off. Shift may be paid for partial shifts. The below list is subject to change. Please refer to the Medical Center’s Incentive policy for any changes.

- 10% Weekend Differential –
  - RN/LPN in the Nursing Department, OR, ER, Renal Dialysis and ACRC Oncology
  - Certified Technologist I, II, III in Radiology
  - Pharmacist in ACRC
  - Physical Therapist, Occupational Therapist, Physical or Occupational Therapy Assistant
  - Scrub Techs
○ 30% Weekend Differential/Option – Monday – Friday staff who work an occasional weekend shift.
  - RN/LPN in Nursing Department, OR, ER and Renal Dialysis
  - Physical Therapists
  - Occupational Therapist
  - Physical Therapy Assistants
  - Scrub Techs, PCT, PSC and PCA

- **On-Call Pay Rates**
  ○ "Call pay" is defined as a predetermined amount of hourly compensation paid to an employee in a designated classification (class code) when the employee is scheduled for stand-by duty. This is nonrestrictive call in that the employee must be accessible by telephone or pager. "On-site" presence of the employee must be paid as regular hours worked or overtime.
  ○ Non-Classified staff employees in positions providing critical or emergency support of the clinical and physical operations of UAMS are eligible to receive call pay.
  ○ Compensation may exceed the maximum for that grade when call pay is applied.
  ○ Call Pay is entered as a number of hours into Accutime (Kronos) by the department timekeeper as CALL 1.00, CALL 1.50, or CALL 2.00, referring to the amount per hour.
  ○ At the point were the employee on-call receives the call to return to work, the hours are treated as "at work" hours, travel time will be paid, a minimum of one hour will be paid, and all hours will be paid at the premium rate.

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<thead>
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<th>CLASSIFICATIONS ELIGIBLE FOR CALL PAY</th>
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<th>HOURLY CALL RATE</th>
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<td>(See Clinical Technician I)</td>
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Call Back Pay

- Call Back" status occurs when an employee on-call is required to return to work to perform tasks. Pay shall include one-hour of "Travel" time and a minimum of one hour of regular time. Further, both travel and regular time worked during "call back" will be paid at a premium rate of 50% (time and a half).

- Kronos codes are as follows: "TRAVEL", "REG" and the premium rate of "CALLBACK50"

Bonus

- Non-Classified Patient Care employees may be paid sign-on bonus, retention bonus, and/or special program bonus as “incentive” of not more than 20% of annual salary. Such programs must have a plan approval by the Vice Chancellor for UAMS Medical Center and are subject to change. Please refer to the UAMS Medical Center Policy & Procedure Guide for additional details and guidelines.

Professional Development Increases

- Salary increases for additional education, certification, professional experience and/or completion of training programs may be given under plans approved by the Vice Chancellor for UAMS Medical Center. Such experience and/or training must be clearly documented and must be relevant to the needs of UAMS or the department where employed. Maximum base salary is limited by line item maximum.

Overtime
• Non-Exempt (“hourly”) employees earn overtime at the rate of one and one-half times the average hourly rate of pay for each hour beyond 40 worked in a week. Overtime may be paid through payroll or accrued as Compensatory Time Off.

• Merit Increase
  o Non-classified employees are eligible for salary increases limited by the line item maximum and based upon performance review scores, during the merit review month if the department or division elects to implement a performance review system.
  o If the merit increase will place the employee’s salary over the LIM for their positions, the employee’s salary should be placed at the LIM and amount over the LIM should be paid as a lump sum on the payroll period that the merit was effective.
  o Amount of increase will be determined annually
  o For Clinical Program: reviews are due based their review date, however the salary increase will be given the following July prorated based on the review date. Please refer to the Clinical Program Administrative Guide for additional details.

• Career Service Bonus
  o Non-Classified staff employees are eligible for annual Career Service Payments for ten or more cumulative years of full-time State service.
  o Payments are:
    ▪ $600 per year upon completion of years 10 through 14
    ▪ $700 per year for completion of years 15 through 19
    ▪ $800 per year for completion of years 20 through 24
    ▪ $900 per year for completion of 25 or more years of service.
  o An employee may receive only one payment within a single calendar year. The payment is made during the month of the employee's “Career Service Date” found on infotype 0041, Date Specifications.

• Salary Maximums and Overrides
  o Salary maximums (LIM) are set by the Department of Higher Education through the annual Personal Services Request and approved by the state in our appropriation act.
  o Salary maximums overrides
    ▪ Critical/Specialty Care – allows 110% of LIM for positions that are required to work in critical or specialty areas in the hospital with exception for administrators.
Human Capital Committee & Divisional/Institute Review Committees

The Human Capital Committee is a multiple disciplinary representation of the campus to review request that a department may ask to have an exception to the salary guidelines.

The Divisional/Institute Review committees review requests from their departments that can affect:

- Posting a vacated position
- Requesting a new position
- Requesting a reclassification
- Salary administration
- Requesting approval for the Human Capital Committee to review an appeal to the salary guidelines
- Other reviews as deemed necessary by the division or institute

Each Divisional/Institute Review committee can independently set deadlines, meeting dates, members and how the committee functions.

The Human Capital Committee currently meets each Friday. To place something on the agenda for review:

- Have approval from the Divisional/Institute Review committee or designee to request that the Human Capital Committee review the exception to the salary guidelines
- A request (including all justifications, documentation and approvals) must be sent to committee, via Hal Wyatt in OHR, by 4 p.m. each Wednesday.
Section 4

Non-Classified Administrative & Faculty Positions

Salary for New Hires and Rehires Non-Classified Non-Faculty Employees

Managers may hire up to the midpoint* of the Equity Advisor recommended range for the candidate/new hire.

Hire offers above midpoint of the Equity Advisor recommended range must be reviewed by OHR Compensation.

Note: *Midpoint will vary for each candidate/new hire based on their years of experience and education for each position related to the job requirements.

Cost of Living Increase for Non-Classified Employees

Effective July 1, 2012 new line item maximum rates have been increased by 3%.

Salary minimum and maximum amounts for all State position titles are found in the SAP/HR report “Z_HR_JPAY”. Equity Advisor has the full list of working titles.

Salary Adjustments for New Hires and Rehires Non-Classified Employees

- New Hire/Rehires
  
  o Managers may hire up to the midpoint* of the Equity Advisor recommended range for the candidate/new hire.

  o Hire offers above midpoint of the Equity Advisor recommended range must be reviewed by OHR Compensation.

  Note: *Midpoint will vary for each candidate/new hire based on their years of experience and education for each position related to the job requirements.
Return to State Service

- Employees Returning After 30 Working Days
  - When a non-classified employee has been out of state service for more than 30 Working Days and returns to state service, the rehired employee shall be eligible for a rate of pay equal to his/her exit salary at the discretion of the hiring department.
  - A proof of Prior Service Form must be completed and signed by the former agency and submitted to OHR for accurate vacation rate and career service.

Career Paths

- All pre-approved career paths must be on file in OHR Compensation.
- Approved Career Paths:
  - CCTO
  - HIM

Salary Adjustments for Current Non-Classified Non-Faculty Employees

There are several compensation items that can be added to a non-classified employee’s base pay. They include:

**Equity or Out of Cycle Adjustments**

*Effective July 1, 2011, Equity or Out of Cycle Adjustments will not be awarded without prior approval from the Human Capital Committee. Until further notice all salaries are frozen, except for promotions and reclassifications*

A current employee must meet the following criteria to be considered for an equity adjustment:

- The employee must have completed his/her probationary period.
- The employee must not have been reclassified (within the previous 6 months).
The employee has not been hired or promoted (within the previous 6 months).

Out-of-cycle increases (including retention, additional duties, market adjustments, workload increases, etc.) will not be awarded without prior approval from the Human Capital Committee.

All salary adjustments or offers must first be processed thru the Equity Advisor web tool prior to requesting approval or discussing with employee or applicant.

Increases other than those approved during Budget hearings and those made within an approved compensation plan (such as patient care incentive and merit plans, etc.) are “out-of-cycle adjustments”. Such adjustments are subject to review by Division, Human Resources, the Human Capital Committee and/or approval by the Vice Chancellor for Finance.

Departments must receive all approvals prior to entering a salary change into SAP.

The written justification required for all salary increases or changes must be attached in SAP as an F9 note.

**Interim Assignment**

- Salary increases to compensate individuals for interim assignments involving additional duties and responsibilities can be made where the change has been approved by both Division and OHR/Compensation. The employee must be informed that he/she will return to their former rate of pay (adjusted for fiscal year increase or COLA) when interim duties end.
- The employee must assume responsibility for 100% of the position duties.
- Increases are limited to 10%. If a department wishes to pay more, a request must be presented to the Human Capital committee. The employee should not be assigned the additional duties or informed of an increase in salary prior to the request being reviewed and approved by the Human Capital Committee.
- After the employee is relieved of the interim duties, the salary must be reduced to the level paid before interim duties were assigned.

**Promotions**

- A promotion is defined as movement from a classified position to a non-classified position or movement from a lower non-classified Pay level to a higher pay level.
- Promotion involves the application and selection for vacant position following open job posting and recruitment through the Office of Human Resources.
- Temporary Promotions are employees who have assumed job duties in an interim bases that otherwise would be a promotion if permanently assigned. These will need to be justification listed on the F9 note when completing the salary increase, including ending date of the assignment.
• Managers may offer up to the midpoint of the Equity Advisor recommended range for an employee with a cap of 10%.
  • Exception will be made if the 10% increase is below entry for the new title. When this exception applies, the department has the option to pay up to entry only.
• Raises above 10% (entry when appropriate) or in excess of the Equity Advisor midpoint of the recommended range must be reviewed by OHR compensation.
• Promotions/Transfers from non-classified to classified positions – If the employee’s salary is above the entry rate of the classified position -
  ▪ If the current salary is at or below the LIM for the grade - The department can pay any amount from the entry level of the paygrade to the current employee’s salary.
  ▪ If the current salary is above the LIM for the grade – The department can only pay within a range from the entry level to the LIM for that grade.
  ▪ All salary increases require a F9 note on the salary screen in SAP showing documentation of the approval regardless of percent of increase

• Lateral Moves
  • Moving from one area to another (interdepartment or intradepartment) in same position title.
  • Moving From one position to another position within the same equity advisor level.
  • No salary increase to accompany a lateral move.
  • All lateral moves involving a salary increase must be approved by OHR Compensation before making the offer.

• Demotions
  • Demotion involves the voluntary or involuntary movement of an individual into a lower position. Demotion, by request of the employee or by reassignment by the supervisor, may involve a reduction in salary.
  • Salary decreases are calculated as follows:
    ▪ The Equity Advisor must be applied to determine the appropriate salary for the new position
    ▪ Salary must fall within the recommended range
    ▪ To place the employee in a salary above the Equity Advisor range, approval must be granted by the Human Capital committee.
• **Reclassifications**
  
  o A reclassification is an approved change in the classification title that reflects a change in the **primary** duties and responsibilities of the position.

  o To determine the requested increase amount, the department should consider the individual’s performance, background, knowledge and other relevant skills, as well as internal equity within the area by using the Equity Advisor Salary web tool.

  o Managers may offer up to the midpoint of the Equity Advisor recommended range for employee with a limit of 10% increase.

  o Exception will be made if the 10% increase is below entry for the new title. When this exception applies, the department has the option to pay up to entry only.

  o Raises above 10% (entry when appropriate) or in excess of the Equity Advisor midpoint of the recommended range must be reviewed by OHR compensation.

• **Overtime**

  o Non-Classified salaried staff are not eligible for overtime but may be granted compensatory time off at the discretion of the department head. When it is not possible or feasible to take compensatory time, staff may be paid for “excess effort”.

• **Career Service Bonus**

  o As of July 1, 2010 Career Service Bonus were suspended by the State of Arkansas

  o Non-Classified, non faculty staff employees are eligible for annual Career Service Payments for ten or more cumulative years of full-time State service.

  o Payments are:

    ▪ $600 per year upon completion of years 10 through 14
    ▪ $700 per year for completion of years 15 through 19
    ▪ $800 per year for completion of years 20 through 24
    ▪ $900 per year for completion of 25 or more years of service.

  o An employee may receive only one payment within a single calendar year. The payment is made during the month of the employee’s “Career Service Date” found on infotype 0041, Date Specifications.

• **Merit Increases**
Non-classified employees are eligible for salary increases limited by the line item maximum and based upon performance review scores, during the merit review month if the department or division elects to implement a performance review system.

If the merit increase will place the employee’s salary over the LIM for their position, the employee’s salary should be placed at the LIM and amount over the LIM should be paid as a lump sum on the payroll period that the merit was effective.

Only allowed with a completed performance evaluation document

Amount of increase will be determined annually

**Education Degrees/Certificates**

Salary increases may be considered for an employee if the degree/certificate attained is job related, and it results in a higher level of performance due to acquisition of additional skills, knowledge or abilities. Salary increases may only be awarded with approval of the Human Capital Committee.

**Excess Effort for Non-Classified Employees**

A department head may credit an employee with "excessive effort" when such work meets all of the following criteria:

- The employee was directed to perform necessary tasks outside the normal hours of work.
- The work was of short duration and was not a routine and on-going assignment.
- The work is not routine supervisory work (applies only to exempt supervisor).

The department head will normally allow compensatory time off on a 1-for-1 basis to reward the employee for the "excessive effort".

At such time when it appears that compensatory time off is not practical, the department head may recommend that "excessive effort" (remaining after all attempts at compensatory time off) be paid in the following manner:

- Must be reviewed and approved by the divisional/institutional committee.
- Once approved by the divisional/institutional committee, the request must be reviewed and approved by OHR Compensation prior to the employee being assigned planned additional duties.
•  Note: Refer to Administrative Guide 4.2.11 Paying Excess Hours for Exempt Personnel

•  Salary Maximums and Overrides

  o  Salary maximums (LIM) are set by the Department of Higher Education through the annual Personnel Services Request and approved by the state in our appropriation act.

  o  There are five salary maximums overrides

    ▪  Critical/Specialty Care
      •  Allows 110% of LIM for positions that are required to work in critical or specialty areas in the hospital exception for administrators.

    ▪  Physician, dentists and other professional faculty
      •  Allows 350% of LIM
      •  Can only be paid from a grant (2XX) or patient care fund (115)

    ▪  Administrative/Faculty 10/25
      •  Allows 125% of LIM
      •  Can only be paid from general funds (111) and or hospital funds (113) only
      •  Applicable to 10% of faculty and 6% of non-faculty administrative staff
      •  Must have prior approval by the Board of Trustees

    ▪  Combination Physician 10/25
      •  Allows 125% of LIM plus additional 350% of LIM if physician/researcher
      •  Can only be paid from general funds (111) and/or hospital funds (113)
      •  Total percent of LIM is 437.5% (LIM times 1.25 time 3.5)
      •  Must have prior approval by the Board of Trustees

    ▪  Foundation payment
      •  Additional Payments allowable if paid from a foundation account

Human Capital Committee & Divisional/Institute Review Committees

The Human Capital Committee is a multiple disciplinary representation of the campus to review request that a department may ask to have an exception to the salary guidelines.

The Divisional/Institute Review committees review requests from their departments that can affect:

•  Posting a vacated position
•  Requesting a new position
•  Requesting a reclassification
•  Salary administration
• Requesting approval for the Human Capital Committee to review an appeal to the salary guidelines
• Other reviews as deemed necessary by the division or institute

Each Divisional/Institute Review committee can independently set deadlines, meeting dates, members and how the committee functions.

The Human Capital Committee currently meets each Friday. To place something on the agenda for review:
• Have approval from the Divisional/Institute Review committee or designee to request that the Human Capital Committee review the exception to the salary guidelines
• A request (including all justification, documentation and approval) must be sent to committee, via Hal Wyatt in OHR, by 4 p.m. each Wednesday.

**Faculty Salaries**

Faculty base salaries are subject to the same guidelines as non-classified salaries. The formula for classified staff may be followed but departments have flexibility with individual increases.

The following are current colleges’ guidelines and goals

- **CHRP**
  - Use the ASAHP Southern Regional salary survey study
  - In no case is a salary recommendation determined solely by formula. The collective data analyses, some of which are numerical and others judgmental, produce the recommended salary
  - The agreed-upon increment for promotion in the year in question (in the past several years it has been 8%; historically, it has been as high as 10% and as low as 5%).

- **COM**
  - Used the AAMC salary survey study
  - Goal is salaries starting at 25%
  - The base can go up based on the productive goals, classes and other factors

- **CON**
  - Used the AACN salary survey study
  - Goal is salaries at 25%
  - Currently compares salary with peers for equity within the department and college

- **COP**
  - Used the AACP Data and Benchmark salary survey study
  - Goal is to be at 50%
- Currently compares salary with peers to try for equity within the
department and college. Due to market value a small percentage of
new hires have been offered higher salaries than current employee
with more experience.
  - CPH
    - Used ASPH the salary survey study
    - Goal is to be at 25%
    - Currently compares salary with peers for equity within the
department and college

- Faculty Incentive (bonus) Payments
  - Faculty incentive (bonus) payments are subject to the terms and conditions
of their respective departmental or divisional faculty incentive plans.

- Faculty Salary Limits
  - All Line Item Maximum Overrides must be pre-approved prior to entering in
SAP
  - With approval of the Board of Trustees, up to ten percent of faculty
employees may be paid up to 25 percent more than the line item maximum
(10/25 program). Consult Human Resources regarding application
procedures.
  - Physicians, dentists and other professional faculty may be paid additional
amounts up to 2.5 times the line item maximum for their positions. Funding
for such payments must be from the receipt of professional income in the
care of patients and/or research funds from federal agencies, foundations, or
other private sponsors.

- Faculty Overtime
  - Faculty are not eligible for overtime but may be granted compensatory time off at
the discretion of the department head. When it is not possible or feasible to take
compensatory time, faculty may be paid for “excess effort”.

- Non-Classified Administrative & Professional Salary Limits
  - The formula for classified staff may be followed but departments have
flexibility with individual increases.
  - All Line Item Maximum Overrides must be pre-approved prior to entering in
SAP
  - With approval of the Board of Trustees, up to six (6) percent of non-
classified non-academic employees may be paid up to 25 percent more than
the line item maximum (6/25 program). Consult your Human Resources
regarding application procedures.

- Non-Classified Administrative and Professional employees may be paid in excess of line item maximum when the excess over maximum is paid from private funds and following approval by the UA Board of Trustees. Consult your Human Resources for procedures.

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- There are five salary maximums overrides
  - Critical/Specialty Care
    - Allows 110% of LIM for positions that are required to work in critical or specialty areas in the hospital exception for administrators.
  - Physician, dentists and other professional faculty
    - Allows 350% of LIM
    - Can only be paid from a grant (2XX) or patient care fund (115)
  - Administrative/Faculty 10/25
    - Allows 125% of LIM
    - Can only be paid from general funds (111) and or hospital funds (113) only
    - Applicable to 10% of faculty and 6% of non-faculty administrative staff
    - Must have prior approval by the Board of Trustees
  - Combination Physician 10/25
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