Salary increases of 10% or greater within current fiscal year (which includes what is granted with the July 1 annual increases) require Chancellor’s approval and will be submitted by Human Resources on the 10th of each month. The Budget Office submits each monthly report to the President’s office upon Chancellor’s approval.

Business Units/Departments must complete the Salary Adjustment 10% and Greater Request form and submit the completed form to Human Resources Compensation by the 7th of each month. This completed form must include the required information and dated signatures.

Please Note: In accordance with the President’s mandate, retroactive increases for base salaries are not allowed.

Promotions and reclassifications require approval by the Chancellor and reporting to the President. Consequently your adherence to the President’s directive is expected as a matter of professional competence and ethics. Salary increases are monitored by Human Resources and the Budget Office.

Staff reclassifications occur when a position is re-evaluated due to changes to the responsibilities/duties and the position is reassigned to different pay range.

Faculty promotions are defined as advancement in academic rank, which can only be effective on July 1.

NO promotions or reclassifications are to be entered in SAP until approved. The proposed salary adjustment of 10% or greater MAY NOT be communicated to the employee until Chancellor approval has been obtained by Human Resources. Once Chancellor approval has been secured, Human Resources will notify the business unit/department requestor via email communication.

Aside from the above noted changes in approval, compensation for staff employees continues to be administered according to UNMC Policy # 1007.

The following do NOT require approval:

- FTE increases
- External or internal hires (transfers)
- Staff Outstanding Performance Stipend (OPS) and Faculty Distinguished Scientist Awards

One-time pays and recurring payments are to be handled in compliance with UNMC Policy # 1017. New recurring payments with fixed start and stop dates that extend for less than six months (including renewals) are not considered ongoing salary increases.

- New recurring payments that extend for six months or more will be treated as salary “increases” and must be approved if the amount is 10% or greater of the base annual.

- Renewed recurring payments with a change in the amount of 10% or greater will also be treated as salary “increases” and must be approved.

If you have questions, please contact:

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Chancellor Gold, Human Resources and the Budget Office appreciate your cooperation in adhering with these ongoing salary administration guidelines.