

**UNIVERSITY OF WISCONSIN SYSTEM
JUSTIFICATION FOR DISCRETIONARY COMPENSATION ADJUSTMENT (DCA) AWARDS**

UW-INSTITUTION/Division/Unit:

EMPLOYEE & CLASS (Sch/Rng):		START DATE CURRENT CLASS:		DCA EFFECTIVE DATE:	
Criteria	Justification (provide details-attach additional information as necessary)			Increase	Base Bldng./Lump Sum
<u>New Duties-</u> Employee has new duties that have been newly assigned <u>or</u> were an evolution of the originally assigned functions. The duties are permanent, and are of a greater scope, impact, and/ or complexity compared to the previous functions.					
<u>Increased Significant Competencies-</u> Demonstrates increased and significant competencies which are directly related to the permanent assignment. <i>(This category may not be used for those employees covered by the WPEC bargaining agreement)</i>					
<u>Merit/Performance-</u> Employee has sustained a high level of performance and the expectation is that it will continue. <i>(This category may not be used for any employees covered by a labor agreement with broad banding)</i>					
<u>Pay Equity-</u> Based on a pay equity analysis, awards may be granted for unique circumstances to assist in resolution of pay inequities (specific equity data needs to be provided).					
<u>Retention/Market Influences-</u> Skill sets an employee utilizes are in high demand in other organizations (private and/or public) requiring an adjustment to be made for retention strategies (market data needs to be provided to illustrate this fact).					
Old Base Salary	New Base Salary	# of Pay Range Steps	Prior DCA Pay Range Steps Granted in Current FY*	*Cumulative awards exceeding two WRPS in a fiscal year must be approved by UW System. Admin, Office of Human Resources. Employees are restricted to four WRPS in a fiscal year.	
				**All DCA Requests for incumbents appointed within the same fiscal year are considered non-delegated transactions and must be approved by OSER.	

Approvals (Delegated Requests):

Recommended by: Supervisor	DATE	Reviewed by: Division/Director	DATE	Approved by: HR Director	DATE

Approvals (Non-Delegated Requests):

Approved by: UW System Admin., Office of Human Resources	DATE	Approved by: OSER**	DATE

