

**UW-Extension
Discretionary Compensation Adjustment (DCA) Instructions**

Division/Unit:

Identify where position is located.

Employee/Class:

Insert full name of employee and list complete classified title of employee.

Start Date Current Class:

Insert the date the employee was placed in their current classification/appointment.

DCA Effective Date:

First day of the pay period following effective receipt* within the delegated human resources office (HR Office will determine).

Justification:

New Duties - Provide summary of new duties employee has taken on that increased the level of the employee's responsibility (i.e., greater scope, complexity, impact, etc.). These duties can be brand new or an extension of their past duties, but simply indicating the employee is now performing the full range of duties identified in the original PD is not appropriate. Also, an award can be given if a special assignment has been taken on and/or successfully completed (lump sum award would be most appropriate for this situation).

Increased Significant Competencies – Identify the increased knowledge and/or skills the employee has developed allowing them to perform their current or new duties in a more efficient, effective manner. These competencies will typically be gained by going to specialized training, successfully completing curriculum for an area of study, or learning new skill while on-the-job. In most cases, training required to perform the employee's initial job duties (e.g., Supv. Training for a new supervisor) would not be appropriate. *(This category may not be used for those employees covered by a labor agreement with broad banding.)*

Merit/Performance – Identify the high level of performance an employee has sustained during an extended period of time. This performance is expected to continue. Also, the annual performance evaluation should reflect the outstanding work the employee has done. *(This category may not be used for those employees covered by a labor agreement with broad banding.)*

Pay Equity – Provide information and data indicating where the employee's current compensation level should be relative to peers (college, campus, state, etc.). Justification would provide relevant factors for the equity adjustment explaining why a certain pay relationship should be maintained (e.g. breadth of experience in certain field is greater, time in appointment in relation to peers, etc.)

Retention/Market Influences – Indicate the employee is being pursued by other organizations (private, public, non-profit, etc) or is likely to be attractive to external organizations because of market factors. In addition, there is a likelihood the employee will leave. If a written job offer has not been received, other indicators may suffice (e.g., reference checks being done, interviews being scheduled, market data clearly showing pay deficiency, etc.). The fact someone is just looking for another job would not be an appropriate justification unless coupled with substantive information (e.g., market data showing the person is paid significantly out of the market).

Increase:

Insert the amount you wish to provide to the employee. This amount can be a "lump sum" payment and/or "base-building" adjustment (see below). Base-builder adjustments are an hourly figure for any amount **up to four steps** within the appropriate pay band. Lump-sum payments are a dollar figure **up to the equivalent of four steps** within the appropriate pay band (e.g. \$500 payment divided by standard of

2088 hours would equal \$0.240 an hour). To determine step sizes within a pay band go to the [compensation plan](#) (non-represented employees) or the [collective bargaining contract](#) (represented employees). To determine the pay band for a position, go to the [classification listing](#).

Base Building/Lump Sum:

Enter the type of transaction being recommended. Employees can either be provided a base building adjustment or lump sum payment. Base-building adjustments are increases to the employees' permanent rate of pay while lump sum payments are one-time payments. Rationale for a lump sum payment may be for a temporary assignment that is not part of the employees' normal job and will typically go away in the near future. Lump-sum payments may also be used because an organization is not able to continue the increased funding (base adjustment) in the next fiscal year.

Old Base Salary:

Insert the employee's current rate of pay

New Base Salary:

Calculate and insert the new hourly rate by adding together the old base rate(current) and amount recommended as a base-builder. Leave this blank if providing a lump sum payment.

of Pay Range Steps:

Calculate number of steps granted with this request. Lump-sum payments should be converted to an hourly rate (divide by 2088). To determine step sizes within a pay band go to the [compensation plan](#) (non-represented employees) or the [collective bargaining contract](#) (represented employees).
Adjustments/payments do not need to be made in whole step increments.

Prior DCA Pay Range Steps Granted in Current FY:

Calculate number of steps granted, not including this request, for the current fiscal year. Go to the above information to determine step sizes.

Signatures:

Supervisor will sign in the designated box, print name below signature, and date the request. Submit request based on your DCA submittal/approval process for your department (consult with your HR Representative).

Approval Process – For all DCAs equal to two steps or less, UW-Extension has final approval authority. This would be on an aggregate basis for the fiscal year. DCA requests that push the increase for an employee over two steps during the fiscal year will need to be approved by UW System Administration and the Office of State Employment Relations (OSER).

* For DCAs needing review by the Office of State Employment Relations (i.e., over two steps during the fiscal year), the effective date will never be more than two weeks prior to the date the transaction is received by UW System Administration.

To find out more about broadbanding, visit this [link](#). If you have questions about DCAs and the internal process for your department, contact your division HR representative.