

QUICK REFERENCE CHART FOR DISCRETIONARY PAY DIFFERENTIALS

	BASE BUILDING PAY	NON-BASE BUILDING PAY	SIGNING BONUS	REFERRAL AWARD
Eligibility	Current employee.	Current employee.	New employee.	Current employee, except hiring authorities and HR.
Purpose	Keep/reward employees in current positions. <ul style="list-style-type: none"> ➤ <u>Compression</u> = longer term or more experienced employees paid less than new hires or less experienced employees. ➤ <u>Counteroffer</u> to verifiable job offer. ➤ <u>Promotional Increase</u> = one-time increase within 12 months of promotion. ➤ <u>New Hire</u> = one-time increase within 12 months of hire. 	Keep/reward employees in current positions. <ul style="list-style-type: none"> ➤ <u>Counteroffer</u> to verifiable job offer. ➤ <u>Acting</u> = higher-level assignment more than 30 days but less than 6 mos. ➤ <u>Project</u> = long-term, mission-critical project outside scope of regular assignment. ➤ <u>Critical skills</u> = unique set of skills required for job that cannot afford to lose or recruit for during labor shortage/recruiting difficulty. ➤ <u>Senior Level</u> = recognizes extra responsibilities or staff authority expertise beyond classification level. 	Attract potential regular employees. <ul style="list-style-type: none"> ➤ Lump sum(s) to applicant with unique, critical skill who is hired in job with documented labor shortage and recruiting or retention difficulty jeopardizes campus mission. 	Attract potential regular employees and reward current employees. <ul style="list-style-type: none"> ➤ Lump sum(s) paid to a current employee who refers a person who is subsequently hired into a job that requires a unique, specialized skill and where there is a documented labor shortage and recruiting or retention difficulty.
Amount	Compression/counteroffer base pay increase up to grade maximum. Promotion/new hire base pay increase up to 10%, subject to the grade maximum.	Acting assignment/long-term project up to 10% of employee's current pay rate. Counteroffer/critical skills up to 20% of employee's current pay rate.	Any amount up to 20% of the annual grade maximum for the job class.	Any amount up to \$500.
Payment	Base building increase is paid through regular payroll. Salary increase can not be retroactive. Typically limited to one base building increase in a 12 month period.	Paid monthly through regular payroll. This differential is temporary and non-base building. May be discontinued at any time. Differential, with current base pay, cannot exceed statutory salary lid.	One or more payments, but <i>recommend a minimum of 2 payments</i> . First payment upon reporting to work and subsequent payments made if employee is performing satisfactorily.	One payment to current employee when new employee reports to work.
Pay Method	See specific guidelines for complete details.	See specific guidelines for complete details.	See specific guidelines for complete details.	See specific guidelines for complete details.
PERA	Included as salary under PERA.	Included as salary under PERA.	Not included as salary under PERA.	Not included as salary under PERA.
FLSA	Included for overtime calculation.	Included for overtime calculation.	Not included for overtime calculation.	Not included for overtime calculation.
Budget	Within existing dollars.	Within existing dollars.	Within existing dollars.	Within existing dollars.
Agreement	Must have an individual written agreement with amount, terms and conditions.	Must have an individual written agreement with amount, terms and conditions.	Must have an individual written agreement with amount, terms and conditions.	Must have an individual written agreement with amount, terms and conditions.
Dispute	No grievance or appeal except for discrimination or discontinuance.	No grievance or appeal except for discrimination.	No grievance or appeal except for discrimination.	No grievance or appeal except for discrimination.