



This document addresses questions related to salary raises for employees paid from all sources in years when the University is not administering merit or general increases for employees. The University's policy is to maintain reasonable consistency in how we treat all employees, recognizing that there are inevitable differences. The policy can be found in the [Employee Handbook](#).

In the interest of consistent application of University salary policies, no employees shall receive merit or market pay increases during a fiscal year in which there are no generally administered raises unless one of the exceptions below applies. This includes employees of the University of Wyoming Foundation, those positions that are grant-funded and employees of other ancillary UW entities.

The following are bases for exceptions to off-cycle pay increases:

- Promotions in rank. Employees who receive promotions in rank may receive salary increases. For each such employee, there must be a documented process, consistent with University regulations, for determining that they earned a promotion. Job transfers to a higher pay grade may receive a pay adjustment proportionate to the pay grade differential.
- Career Ladder. For those job families that have an HR approved career ladder, promotions up to the next level will provide the established pay increase.
- Equity. Employees who are members of underrepresented groups and for whom there is a compelling case that (1) salaries are significantly lower than those employees who are performing equal work on jobs that require equal skill, responsibility and that are performed under similar working conditions and that and (2) the payment system is not made pursuant to a seniority system, merit system, a system which measures earning by quantity or quality of production or a differential based on any other factor other than race, gender, or age. In these cases, there must be strong evidence that the discrepancy is both significant and inimical to fair employment practices. All equity adjustments must be analyzed and approved by Human Resources.
- Retention. The University of Wyoming recognizes the vital role its staff employees play in carrying out its mission. Therefore, departments have the opportunity to increase the salary of high performing staff members with critical skills whom they anticipate may be at risk of leaving. The department must have a legitimate business reason to believe that an increase in salary will be vital to retaining the employee. In other cases, departments may propose a retention pay increase to retain an excellent employee whom the University is at risk of losing due to an outside job offer. Credible evidence of a job offer such as an offer letter shall be obtained and approved by HR before making a counter offer. In addition to securing budgetary approval from the Appointing Authority, all proposed retention offers must be discussed with HR, to determine that the above criteria are met, before making the offer to the employee. Unless approved by the divisional Vice President or the Director of Intercollegiate Athletics, employees who accept a retention offer will be required to wait 24 months prior to receiving any additional offers from their current department, including counter offers. Employees on probation are not eligible for retention offers.
- Staff Reclassifications. Classified staff who experience job reclassifications may receive salary increases appropriate to the increase in pay grade. Please see Section III – Compensation of the [Employee Handbook](#) for more details.

Any pay adjustment listed above is subject to the department's budget and will require approval through the divisional Vice President or the Director of Intercollegiate Athletics.