

Compensation Guidelines for Norman Campus, Health Sciences Center and Tulsa Campus

To provide further clarification on compensation treatment for internal promotions, counter-offers, retention increases, etc., please find below the University's guidelines effective immediately (March 1 2019).

Please note, that this does not replace the current freeze form process and is meant to be supplemental.

Guidelines:

1. The University generally does not provide an annual "cost-of-living" increase, therefore, budgets should contemplate merit or market-based pay increases only as recommended by the CFO, CHRO and the President. Based on budget funding, from time to time, the University may elect to pay an across-the-board increase or a market based increase based on market comparative ratios (compa). Any exception will require Presidential approval.
2. Promotion, counter-offer, retention and market-based (equity) pay increases should follow the below guidelines¹:
 - a. If an individual is **above the market compa rate** (midpoint rate) as determined by HR, increases cannot exceed 5% without the CHRO's approval and the approval of the relevant executive officer responsible for such employee.
 - b. If an individual is **below the market compa rate** (midpoint rate) as determined by HR, increases cannot exceed 15% without the CHRO's approval and the approval of the relevant executive officer responsible for such employee.
3. Detailed justification is required for any pay raise, and in those cases where a counteroffer is requested, a copy (or visual verification) of the external offer letter should be provided.
4. In most cases, pay increases will not be retroactively paid. The effective date of the pay increase must be on or after the date of the Presidential approval or the date a counteroffer is accepted by the employee, whichever is later. Any exception will require the CHRO and President's approval.
5. All pay changes where the annual salary is at or above \$60,000 (\$100,000 Effective 9/2019) will continue to require approval by the President and the Board of Regents.

¹ Excludes ranked faculty promotion policies pursuant to the Faculty Handbooks in Norman, HSE and Tulsa