

Leadership Team Outlines Pay-for-Performance Program

(Feb. 22) The pay-for-performance program for non-represented employees moved a step closer, today, with the distribution of a memo outlining how the program will work.

Noting that the "...foundation of this program is based on fair and objective communication with each employee," the memo issued by the Executive Leadership Team said supervisors and managers will be responsible for and accountable for the program's success.

The purpose of the pay-for-performance program "is to recognize and reward employee performance," the memo says. It was developed in response to the Morale Report.

Non-represented employees who receive a rating of "Effective" on this fiscal year's evaluations can expect to receive a basic salary increase. Those who rate Commendable or Exceptional also will receive a performance-based pay hike.

Cash amounts will vary

The actual cash amount received by those who merit a performance-based pay hike will depend upon whether they rated Commendable or Exceptional, on how much is budgeted for the program and on how departments distribute the ratings.

The performance-based pay raise will become a permanent part of an employee's salary base, if that salary isn't already above the salary range. Human Resources will complete a new salary grade survey in June and will adjust salary ranges, if appropriate.

In the meantime, an employee committee appointed by executive management is revising the performance appraisal form. The new appraisal process will have three phases: a performance planning session, a mid-year review and a year-end review. It will take effect in July for use by managers during FY 2002.

Human Resources will provide training on the current appraisal form in March and April for those who supervise or manage non-represented employees. Training on the revised form will be scheduled at a later date.

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