



University Facilities Performance Increases (PER) Funding Plan

University Facilities (UF)

Internal Policy: G.1
Effective Date: August 11, 2006
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Approved by: Bob Wells

Background: After reviewing 3 years of salary increases University wide, State HR identified several discrepancies with the way UF handled salary increases. UF granted increases to 33% of its workforce compared to 63% University-wide for non-faculty. 52% of the University-wide increases were for performance (PER) compared to 19% for UF. Other data indicated that UF is more reactive vice proactive in dealing with compensation issues. This policy is aimed at rectifying these discrepancies.

A 1% annual set aside for PER should on average permit increases every year to 1 out of 5 employees. Some of the 1% increase to the salary budget will be recouped through lapse salary dollars and filling vacancies at a lower salary than previous incumbents.

This policy in no way is intended to displace the Bonus Program which should still be used to recognize special one-time achievements and/or accomplishments vice sustained excellent performance of two years or more.

Procedure:

- 1% of the UF classified salary budget for current year will be set-aside to fund Performance Increases (PER)
- Each Director will be given 1% of their departments budgeted salary less the Director's salary to be set aside to fund PER's. The Chief Facilities Officer will be given a 1% allocation based on the sum of the Directors' salaries. The Director of Support Services will be responsible for tracking the balance of these salary allocations.
- Each Director will be authorized to recommend a 5% PER (no more and no less) to eligible employees at the end of the annual EPMS cycle. The recommendation must start with the employee's supervisor and be approved at each level in the organization before the recommendation goes to the Chief Business Officer and ultimately to the President.
- Eligible employee is defined as one who received at least an E or S overall rating on the last two successive EPMS evaluations. At least 50% of the Job Duties must have been rated an E or S. At least one Objective in each of the past two years must have been rated an E or S. Performance Characteristics and University Goals must be rated as Acceptable. There can be no Progressive Discipline actions, Oral Reprimand thru Suspensions, for the last two rating periods up to the date the PER is forwarded to the Chief Business Officer for approval. The EPMS must fully justify the ratings given in the "Actual Performance" sections of the EMPS and the Reviewer must concur in the evaluation.
- If a Director's PI allocation has a balance remaining, it will revert to the Chief Facilities Officer's balance to be used to make up increases that are justified where a Director's balance is insufficient to fund a 5% increase. A Director must have at least 2 and ½% balance remaining in order to recommend an additional employee be given an increase.
- At the discretion of the Chief Facilities Officer, the 1% set aside based on Director's salary will be used for performance funding increases for Directors as well as making up the difference when a Director has less than the 5% to allocate to a worthy employee.



Other Increases: Performance Increases (PER's) should eliminate the need for the vast majority of Increases to the Hiring Level (ITL), Special Increases (SPE) and should eliminate entirely the Performance Equity Increases (PEI). Promotional Increases (PRO), Reclassifications (REC), and Additional Duties & Responsibilities (ADR) increases shall still be used when appropriate and shall not be used as a substitute for a PER.

Timing: PER's must be submitted during the month of June following the receipt of the most recent EPMS. Every effort will be made to have the effective date of the increase to be the first paycheck in July.