

CIVIL SERVICE MERIT PAY PLAN

for implementation performance year 2016-17 (FY'17)

Goals:

- Foster a performance culture
- Increase the pay of those who perform well more than those who do not perform well
- With other compensation vehicles, recognize stellar performers

Model:

To promote a performance culture and aid in the transparency of our merit program, we are using Model 1 – reward performance. We will re-evaluate our program each year and adjust as needed. As managers and employees become well versed in effective performance appraisals, calibration, and having merit pay, we may incorporate more complex concepts such as internal equity into our merit pay plan.

Details:

- Civil service employees are evaluated annually approximately three months prior to the start of the fiscal year (April 1 – March 30). These dates allow time to calibrate ratings, establish percent increases based on performance ratings and enter merit increases into the HRMS before the start of the fiscal year.
- We expect all employees to engage in and receive annual performance appraisals. If a performance appraisal is not completed, that employee will receive a merit increase based on the rating of “requires improvement.” The failure to complete a performance appraisal will be assessed in the supervisor’s performance.
- No increases will be given to those hired into an initial school appointment on or after January 1.
- Temporary/casual employees are not eligible for a merit increase but are eligible for increases at division discretion with approval from school HR.
- The school will continue to use the AHC’s online Performance Appraisal Tool for administering annual performance evaluations. A five point rating scale is used.
- The school will not use a forced curve. Rather, we will use communications and training to drive accuracy in rating assignment. The division merit process leader and school HR will assist supervisors to ensure quality and rating consistency. Final appraisals will not be delivered to employees until they have undergone calibration.
- Calibration will occur in the four divisions (Biostatistics; Environmental Health Sciences; Epidemiology and Community Health; and Health Policy Management) with those units part of the Dean’s Office treated as a fifth division for calibration purposes.
- A percentage increase will be assigned to each performance rating at the end of the performance review process. This will allow analysis of the aggregate distribution of ratings in a division to stay within the merit pool budget determined by the average percent increase provided in the annual compensation instructions.
- Increases for those at the maximum of their pay range will continue to be given equivalent to a one-time lump sum.
- Equity increases and outstanding service monetary awards are determined and delivered separately from merit pay increases.