

## 2017-2018 Staff Performance Evaluation & Merit Based Compensation Timeline

Date	Activity
<b>Staff Performance Development Goals Activities</b>	
February 1, 2017 – July 31, 2017	<ul style="list-style-type: none"> <li>▪ Performance Development Goals SharePoint system available to employees</li> <li>▪ Develop and/or Reassess goals aligned with University and Divisional strategic plans</li> </ul>
July 31, 2017	<ul style="list-style-type: none"> <li>▪ Employee goals completed and approved by supervisors</li> </ul>
December, 2017 – January, 2018	<ul style="list-style-type: none"> <li>▪ Mid cycle informal review recommended to discuss progress and update goals</li> </ul>
<b>Staff Performance Evaluation Activities</b>	
June 11 & 12	<ul style="list-style-type: none"> <li>▪ Supervisor/employee refresher training</li> </ul>
June 13 – June 27, 2018	<ul style="list-style-type: none"> <li>▪ Self-Appraisals entered by employees (1<sup>st</sup> level supervisors may begin evaluations as soon as Self-Appraisals are complete)</li> </ul>
June 27 – July 11, 2018	<ul style="list-style-type: none"> <li>▪ Performance Evaluations entered by 1<sup>st</sup> level supervisors (2<sup>nd</sup> level supervisors may begin approval as soon as evaluations are entered)</li> </ul>
July 11 – July 23, 2018	<ul style="list-style-type: none"> <li>▪ Performance Evaluations reviewed and approved by 2<sup>nd</sup> level supervisors</li> </ul>
July 23 – July 27, 2018	<ul style="list-style-type: none"> <li>▪ Performance Evaluation data provided to administration</li> </ul>
July 27, 2018	<ul style="list-style-type: none"> <li>▪ Performance Evaluation System closed</li> </ul>
July 23 – August 3, 2018	<ul style="list-style-type: none"> <li>▪ Performance Evaluation meetings with employees</li> </ul>
<b>Staff Merit Based Compensation Activities</b>	
August 6, 2018	<ul style="list-style-type: none"> <li>▪ Merit spreadsheets provided to VP's</li> </ul>
August 20, 2018	<ul style="list-style-type: none"> <li>▪ VP's submit final merit awards based on known salaries</li> </ul>
August 21 – September 7, 2018	<ul style="list-style-type: none"> <li>▪ Merit data verification (Budget, HR, AFS, IT). No changes accepted by divisions.</li> </ul>
September 1, 2018 and paid on October 1, 2018	<ul style="list-style-type: none"> <li>▪ Effective date of eligible merit increases</li> </ul>
September 3 – September 14, 2018	<ul style="list-style-type: none"> <li>▪ Merit data entered in Oracle for payroll</li> </ul>
September 14 – September 21, 2018	<ul style="list-style-type: none"> <li>▪ Staff salary merit notification letters available to employees</li> </ul>
September 28, 2018	<ul style="list-style-type: none"> <li>▪ Pay slips available for viewing online</li> </ul>
October 1, 2018	<ul style="list-style-type: none"> <li>▪ Eligible monthly merit increase amount reflected in paychecks</li> </ul>

### **Highlights of Staff Merit Based Compensation Notes and Rules:**

- Supervisors will complete a performance evaluation for all regular full-time and regular part-time employees hired prior to May 1, 2018.
- Employees must have demonstrated meritorious performance as documented on a current performance evaluation with a “Proficient” or higher overall rating that has been conducted in accordance with the university policies.
- Employees must be employed in a regular full-time or regular part-time position to be eligible for merit. Student employees, graduate assistants and other employees in a temporary position are ineligible to participate.
- Employees must have been employed in a regular full time or part time position prior to January 1, 2018 to be eligible for merit.
- Employees in a reclassified or promoted position that resulted in a salary increase prior to January 1, 2018 are eligible for merit.
- Employees in a reclassified or promoted position that resulted in a salary increase on or after January 1, 2018 are ineligible to receive merit. However, if the promotion or reclassification salary increase is lower than the merit increase that would be received, the employee will receive the greater of the merit increase or the promotion or reclassification salary increase, but not both.
- Employees serving in an “interim” capacity are eligible for a merit increase based on their salary prior to their interim appointment.
- Employees must be employed on the effective date of the merit increase to be eligible for merit and must be employed on the date of the first paycheck following the effective date to receive the monthly merit increase amount.

Note: Updated May 30, 2018. Subject to change