FY 2016- 2017
Pay-for-Performance Program for Non-aligned Staff

February 2017

University Human Resources
Pay-for-Performance (P4P) Program Highlights

- The 2016-2017 Pay-for-Performance (P4P) Program for eligible non-aligned staff has been approved.

- The merit pool dollars for this Program will be calculated based upon the aggregate of 2.0 percent of eligible non-aligned employee salaries as of June 30, 2016.

- The merit increase effective date will be retroactive to July 1, 2016, and reflected in the paycheck of May 5, 2017.

- Effective July 1, 2016, all applicable July 1, 2015 salary structures will be increased by 2.0%.
Pay-for-Performance (P4P) Program Highlights

• P4P provides the opportunity to recognize staff members who met standards in the July 1, 2015 – June 30, 2016 performance cycle and contributed to the ongoing success of the University.

• Performance appraisals must have been completed and employees notified of evaluation results by September 30, 2016.

• Salary increases of 1 to 6 percent based on June 30, 2016 salaries may be awarded to employees who met standards. Increases will be effective July 1, 2016 for 12-month employees, and September 1, 2016 for 10-month employees.

• In order to receive performance awards, employees must remain in Program-eligible titles through the date of payment.
Pay-for-Performance (P4P) Program Highlights

• An eligible non-aligned staff member, whose salary is currently close to, or at the maximum of his or her salary grade, may receive a salary increase of up to the grade maximum established in the July 1, 2016 salary scale.

• An employee whose proposed salary increase exceeds the maximum salary for his or her salary grade may receive a one-time, lump sum payment for the amount that exceeds the maximum salary.

• The sum of the salary increase and/or one-time lump sum payment cannot exceed the 6 percent award maximum.
Who is eligible?

- Legacy Rutgers Managerial, Professional, Supervisory and Confidential (MPSC) non-aligned staff and Senior Administrators

- Legacy UMDNJ non-aligned staff and Faculty Administrators

- Employees in a program-eligible title on or before January 4, 2016 who met standards for the evaluation cycle of July 1, 2015 to June 30, 2016.
  - Not eligible for this year’s program if hired or moved to a program-eligible title after 1/4/2016

- If you are unsure as to who is eligible, you may contact your Chancellor/Vice President, his or her designee, or your HR representative.
When an employee *Does Not Meet Standards*

- Staff rated in this category are not eligible for a salary increase, and should have been re-evaluated this past fall 2016.

P4P Program Schedule

February 2017

• Program announcement communicated to chancellors, vice presidents, deans and managers.

March 2017

• Merit pool allocations will be distributed to chancellors and vice presidents on March 3. The P4P Online System, our merit awards data entry/modeling application, will also become available to designated users on March 3. Chancellors and vice presidents will be able to access eligibility lists and distribute to their units.
April 2017

• Chancellors and vice presidents will notify University Human Resources by **April 3** that salary and any resulting one-time, lump sum payments for their areas have been approved.

• Supervisors may notify employees of approved salary increases and/or one-time lump sum payments awarded.

• Eligible employees will be able to view approved performance awards at the University Human Resources Award Notification Website using their NetID and password **on or about April 25**. Information about this website will be forthcoming.
May 2017

- The paycheck of May 5 will include, for eligible 12-month staff, salary increases retroactive to July 1, 2016, any one-time, lump sum payments, and any applicable retroactive pay resulting from the FY 2016-2017 P4P Program.

- The salary increases for eligible 10-month staff are retroactive to September 1, 2016 and will also be paid in this paycheck, along with any resulting one-time, lump sum payments and retroactive pay, as applicable.

- In order to receive their performance awards, employees must remain in a program-eligible title through the date of payment.
Resources

Program Materials

http://uhr.rutgers.edu/P4P-deans-managers

• Program Announcement
• P4P Program Details – PowerPoint Presentation
• Program Guides for legacy Rutgers and legacy UMNDJ
• Performance Appraisal Forms
• Other Performance Management Resources
  – Setting and Communicating Performance Standards, and more
Resources

Questions and Assistance

• Rutgers-New Brunswick: contact your assigned UHR consultant by phone at (848)932-3020, or by email via the UHR website at http://uhr.rutgers.edu/hr-consultant-assignments

• Rutgers-Newark Human Resources Office: (973)353-5500

• Rutgers-Camden Human Resources Office: (856)225-6475

• RBHS: contact the Compensation Services Office at (973)972-4845