Pay-for-Performance Program
Legacy UMDNJ Non-aligned Staff
Faculty Administrators

Fiscal Year 2017–2018

Guide for Deans and Directors
August 2017

Program Overview

The Pay-for-Performance (P4P) Program links employee pay to job performance for eligible non-union staff in legacy UMDNJ positions. This program is conducted in accordance with University Policy (60.9.28 – Performance Appraisals – available at http://policies.rutgers.edu/sites/policies/files/60.9.28%20-%20current.pdf). The merit program provides formal annual performance evaluations and includes a merit based salary increase component for eligible staff during years where funding is available. Program funding has been approved for Fiscal Year 2018 increases, which will be implemented retroactive to July 1, 2017.

Employees in eligible non-aligned Legacy UMDNJ staff positions and faculty administrator positions must be appraised against the performance standards established during the previous evaluation cycle. This year’s appraisal period is July 1, 2016 to June 30, 2017. Managers and supervisors must complete performance evaluations and notify employees of results by September 6, 2017. Please note that managers have the flexibility of providing completed performance appraisals to their employees prior to September 6.

These performance appraisals will be used to determine salary increases for Fiscal Year (FY) 2017–2018.

The Salary Program for FY 2017–2018

- The salary increase pool for all eligible non-aligned employees is the aggregate of 2.25% of eligible salaries as of June 30, 2017.

- All salary increases and/or one-time, lump-sum payments will be based on performance and the eligible employee’s salary in effect on June 30, 2017.

- Salary increases awarded to employees as a result of P4P will be effective July 1, 2017. Salary increases, applicable one-time, lump-sum payments, and any retroactive pay owed will be reflected in the November 3, 2017 paycheck. In order to receive their performance awards, employees must remain in a program-eligible title through the date of payment.

- Effective July 1, 2017, all applicable July 1, 2016 salary structures will be increased by 2.25%. 
Eligibility

The P4P Program applies to all regular full- and part-time non-union legacy UMDNJ staff in program-eligible titles that meet standards and the program eligibility criteria. Please see the Legacy UMDNJ Staff Performance Review Table at http://uhr.rutgers.edu/sites/default/files/userfiles/Legacy-UMDNJ-Staff-Performance-Review-Table.pdf to review eligible non-union employee groups.

Eligible Employees

- Employees in a program-eligible title on or before January 3, 2017 who meet standards and receive a performance appraisal rating of “5”, “4”, or “3” for the evaluation cycle of July 1, 2016 to June 30, 2017, are eligible to participate in this year’s program.

- Eligible staff members who report to a new supervisor or accept another program-covered position in a different area are able to participate in this program cycle. The new supervisor is responsible for discussing and collaborating with the former supervisor or department head to arrive at an evaluation approach that will ensure the appraised employee has a fair performance review and salary recommendation, as appropriate.

- Staff who retire after being appraised as required for this year’s program, but are still on the university’s payroll in a program-eligible title on the dates that the awards are scheduled to be paid are eligible to receive their performance awards.

Ineligible Employees

- Staff who were hired at the university after January 3, 2017 are not eligible for salary increases, but performance standards should have been established for the next rating period.

- Staff who had been on a leave of absence for more than six months as of January 3, 2017 are not eligible for the merit increase program, but performance standards should be established upon their return.

- Staff who change to a program-eligible position with an effective date after January 3, 2017 are not able to participate in this program cycle, but performance standards should be established for the next rating period.

Performance-based Salary Program Details

Merit salary increases for FY 2017–2018 will be based on performance rating levels as defined above and within the budgetary allocations provided to each chancellor and vice president. The increases and any resulting one-time, lump-sum payments will be implemented according to the pay period date provided in the Program Overview.

- A data entry/modeling system, the Pay-for-Performance Online System, facilitates the process of managing and awarding increases, and provides listings of eligible employees and related reports to units. This system is available to users designated by the chancellor/vice president areas responsible for administering the P4P program.

- Preliminary award recommendations should be reviewed by the chancellors and vice presidents or their designees to ensure consistency with program standards prior to being discussed with
appraised employees. Award recommendations will not be final until approved by the chancellor or vice president. Once approved, supervisors may notify staff of their performance-based salary increases and any resulting one-time, lump-sum payment amounts, if applicable. Chancellors and vice presidents will notify University Human Resources (UHR) by September 29 that salary and one-time performance awards for their areas have been approved.

Performance Awards

- Eligible non-union staff who meet standards and receive a performance appraisal rating of “5”, “4”, or “3”, will receive a salary increase of a minimum of 1 percent and ranging up to 6 percent.

- Eligible staff whose salaries are currently close to, or at the maximum of, their salary grade may receive a salary increase of up to the grade maximum established in the July 1, 2017 salary schedule. Employees whose proposed salary increases exceed the maximum salary for their salary grade shall receive a one-time, lump-sum payment for the amount that exceeds the maximum salary for the grade. The sum of the salary increase and/or the one-time, lump-sum payment cannot exceed the 6 percent award maximum. You can review the applicable salary schedules at the UHR website, Staff Salary Schedules.

- Employees who did not satisfactorily meet job expectations and overall did not consistently perform their assigned responsibilities adequately will be given a rating of “2” or “1”. Staff who do not meet job standards are not eligible for a merit salary increase. Employees rated in this category should be provided with specific guidelines on how to improve performance and be re-evaluated within 90 days after the original appraisal is completed and provided to the employee. If the re-evaluation results in a performance rating of satisfactory (3) or better, then the staff member may be eligible to receive an increase in accordance with University Policy 60.9.28 – Performance Appraisals, Section II, Paragraphs 9 and 10 – (http://policies.rutgers.edu/sites/policies/files/60.9.28%20 current.pdf).

- Eligible staff promoted or reclassified to another program-eligible title with an effective date of July 1, 2017 or later – the amount of the merit increase awarded will be based on the June 30, 2017 salary. Any pay change actions effective July 1, 2017 or later will be recalculated as appropriate.

- Eligible staff in an acting assignment – salary increases will be based on the acting salary.

Program Assistance

If you have questions about the merit program or need further assistance, contact the RBHS Compensation Services Office at (973) 972-4845. You may also access program information, tools, and resources from the P4P webpage at: http://uhr.rutgers.edu/uhr-units-offices/consulting-staffing-compensation/performance-management/performance-management.
FY 2017 – 2018
Pay-for-Performance Program (P4P)

PROGRAM SCHEDULE

August 2017
Program announcement will be communicated to chancellors, vice presidents, deans and managers.

Merit pool allocations will be distributed to chancellors and vice presidents on August 28. The P4P Online System, our merit awards data entry/modeling application, will also become available to designated users on August 28. Chancellors and vice presidents will be able to access eligibility lists and distribute to their units.

September 2017
Performance evaluations must be completed and provided to eligible staff by September 6.

Chancellors and vice presidents will notify University Human Resources by September 29 that salary and any resulting one-time, lump-sum payments for their areas have been approved.

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

October 2017
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 October 23. Information about this website will be forthcoming.

November 2017
The paycheck of November 3 will include, for eligible 12-month staff, salary increases retroactive to July 1, 2017, any one-time, lump-sum payments, and any applicable retroactive pay resulting from the FY 2017-2018 P4P Program. In order to receive their performance awards, employees must remain in a program-eligible title through the date of payment.