

Guidelines for Awarding Pay for Performance Salary Increases for Classified and Unclassified Staff

The [Performance Evaluation for Classified and Unclassified Non-Academic Staff Policy, HR 1.36](#), provides for three levels of performance to rate each job duty and objective and to rate overall performance. The three levels of performance include the following:

1. **Exceptional:** Work that is characterized by exemplary accomplishments throughout the rating period; performance that is considerable and consistently above the requirements of the job function.
2. **Successful:** Work that is characterized by the successful mastery of the criteria of the job function.
3. **Unsuccessful:** Work that does not meet the criteria of the job function.

Each job duty and performance objective is assigned a weight (percentage) that reflects the importance of the job duty/objective in terms of overall criticality to job success.

The [Pay for Performance Policy, HR 1.37](#), defines the criteria for pay for performance salary increases for specified employees of the university. For classified staff (except those serving in a probationary appointment) to receive a pay for performance salary increase, three criteria must be met, one of which must be a rating of “Successful” or above on the most recent performance appraisal within the last twelve months.

A “Successful” rating or above does not automatically qualify an employee for a pay for performance salary increase. In circumstances where it is determined the employee is eligible based upon the criteria in the Pay for Performance Policy, supervisors may use the below guide to assist in determining performance related pay increase based on the assigned overall performance factor (rating) noted in the table. Please note this chart is not mandatory and is intended to be a guide.

Rating	Numerical Rating	Suggested Increase
Successful	1.5-1.9	up to 3%
	2.0-2.4	up to 6%
Exceptional	2.5-2.7	up to 10%
	2.8-3.0	up to 15%

Pay for performance salary increases for classified and unclassified staff (except those serving in a probationary appointment) may be awarded for up to 15% of an employee's base salary, provided the increase does not place the employee's salary above the maximum of the pay range for the position and the funds exist in the departmental budget to support the cost of the increase.

Other factors listed in the criteria included in the policy may be used to justify an increase outside of the amounts listed in the matrix. Those criteria include:

1. A significant increase in service or productivity through innovation.
2. Demonstrated positive attitude and spirit of service and cooperation.
3. A substantial contribution to the goals of the unit through performance of special assignments of the provision of exceptional customer service not previously included in performance objectives.

If an employee does not receive an evaluation prior to the performance review date, the employee receives a "Successful" rating by default. An employee with a current rating of "Successful" by default is not eligible for a performance related pay increase.

An employee who receives an overall "Unsuccessful" evaluation at any time during the annual review period is not eligible for a performance related pay increase.