

COLLEGE ACCESS NETWORK CLASSIFIED PAY FOR PERFORMANCE (PFP) COMPENSATION PLAN

PAY FOR PERFORMANCE MONETARY AWARDS

This section of the plan provides for pay for monetary performance awards. Employees may also receive annual salary survey adjustments that are approved by the State Legislature.

Definitions and Required Guidelines

The following illustrates pay ranges and base and non base building awards for an Administrative Assistant II position:

| Base Building | | Non-Base Building | |
|--------------------|--------------------|--------------------------|--|
| | | Outstanding Ratings Only | |
| Minimum \$1,836 | Maximum \$2,608 | | |

Range Minimum - Bottom of the pay range

Range Maximum - Top of the pay range

Award - Any amount awarded annually for Good, Commendable, or Outstanding performance.

Performance award guidelines are outlined in the following table:

| Evaluation Rating | Base Building | Non Base Building |
|----------------------|--|---|
| Needs improvement | No Award | No Award |
| Good and Commendable | Monetary Award is base building to range maximum | No Award |
| Outstanding | Monetary Award is base building to range maximum | Monetary award is non-base building beyond range maximum at the sole discretion of the <i>College Access Network</i> Director |

Base Pay - A fixed rate of pay between range minimum and range maximum. For classified staff it does not include overtime, shift differential, on call, call back or other types of premium pay. It does not include any previous non-base building performance awards.

Base Building - The amount of award added to the employee's base pay. Base Building awards are paid in equal monthly installments beginning in July. Employees receive base building awards while working at *College Access Network*, and no additional base building pay out is made upon separation.

Non-Base Building - The amount of award that must be re-earned each year. It is not permanently added to the employee's base pay. Non-Base Building awards are one lump sum payment in July. Taxes and PERA deductions are withheld. To receive the non-base building award, the employee must be employed through 6/30, the end of the performance rating period, and be employed by *College Access Network* on the award distribution date. Non-base building awards are made on the distribution date. Non-base building awards are at the sole discretion of *College Access Network's* Director. However, *College Access Network* intends to provide non-base building awards subject to available funding. Non-base building awards are only provided to employees with "Outstanding" ratings whose award goes beyond the range maximum. Non-base building awards are calculated in the allocation model and are not dependent upon source of funds, method of funding, or length of service.

Eligible Employee - Employees must be permanent and employed at *College Access Network*.

Salary - Base pay.

Funding Model

The Legislature will allocate Pay For Performance funds each year to all state agencies, both higher education and non higher education.

College Access Network is exempt from this legislative process, and as such receives no state funds for this purpose, but will develop its Pay For Performance funding and will independently utilize the cost neutral formula in future years.

The State Personnel Director will specify and publish the percentage ranges for performance levels based on the available statewide performance pay fund.

Allocation Model

Guiding Principles for Allocation after performance evaluations by supervisors are completed, a dollar allocation is made to each employee based on the available statewide performance pay fund.

- Awards given by range (Good, Commendable, Outstanding), not individual differences. This will minimize conflicts over individual evaluation scores.
- Use of the allocation model is centralized and agency wide. Human Resources staff enters the performance rating into the model.
- This approach ensures that awards are reasonably level across *College Access Network*.
- Limits the supervisor's ability to impact pay beyond the initial performance rating.

Description of Allocation Model for Monetary Awards

All awards up to range maximum will be base building. Base building adjustments are permanent and paid as regular salary.

Awards beyond range maximum will be non-base building. If the final overall rating is excellent, the adjustment to base pay shall not exceed the grade maximum. Any portion of the

adjustment amount that exceeds grade maximum shall be paid as a one-time lump sum in the July payroll.

If base pay is at grade maximum or in saved pay above the maximum, the employee is ineligible for a performance salary adjustment.

If the final overall rating is needs improvement, the employee is ineligible for an annual performance salary adjustment.

An employee granted an annual performance salary adjustment will not be denied the adjustment because of a corrective or disciplinary action issued for an incident after the close of the previous performance cycle.

If there is a salary survey adjustment on July 1, the adjusted salary is the starting point for calculating awards. If there is no salary survey adjustment on July 1, the current salary is a starting point for calculating awards.

Non-base building awards for permanent part-time employees who work less than 40 hours a week will be calculated using actual hours worked during the performance year.

If an employee's performance rating is in dispute resolution at the cut-off date for award calculation, the initial rating will be used. Upon resolution, any change in rating will require the award to be manually calculated using the Needs Improvement, Good, or Commendable percent or the final calculated Outstanding percent derived by the allocation model.

If an employee does not receive a rating by the cut-off date for award calculation, it will be entered as Good in the allocation model. Upon resolution any change in rating will require the award to be manually calculated using the Needs Improvement, Good, or Commendable percentages or the final calculated Outstanding performance percent derived by the allocation model.

Allocation Model Rounding

- In accordance with Department of Personnel/General Support Services procedures, salary survey increases are rounded up or down to the nearest dollar so that the annual salary is divisible by 12 dollars (< 5 rounded down; 5 rounded > up)
- Final base award is rounded up to the nearest dollars so that the annual salary is divisible by 12 dollars.
- If the final award percent exceeds the maximum awardable percentage established by the State Personnel Director for Outstanding performance, the annual salary is rounded down to the nearest figure that is equally divisible by 12 dollars.

Award process

Awards under Pay For Performance will be distributed in July. *College Access Network* Human Resources will inform employees of the amount of award and whether it is base building or non

base building. Human Resources staff will input monetary award amounts into EMPL (State's employee database).

Annual Reporting to Department of Personnel

Award allocation model provides the following information to allow for accurate and timely reporting:

- Total dollars awarded to employees for performance awards;
- Total dollars awarded for each performance category;
- Total dollars for performance awards for prior fiscal year;
- Total number of employees in each performance category; and
- Individual employee award and performance rating data.

College Access Network will provide Department of Personnel with requested data for centralized evaluation of the pay for performance program.

