TO: Cabinet
FROM: Jeanne Boyle
RE: Calendar for Pay for Performance for FY 2006-2007

This year we would like to get an early start on Pay for Performance (P4P) so that we can benefit more fully from participation in the appraisal process. By starting the appraisal process in September/October, we will have more time to conduct appraisals using a calendar that begins with the recommended preliminary meetings with the supervisor and employee.

A Performance Planning meeting held early in the year will allow the supervisor and employee to discuss the overall scope of the employee’s position and the performance expectations for the appraisal period. Throughout the year, the supervisor may meet to review the employee’s progress. These informal meetings will help to measure the employee’s performance against the established standards, serve to identify obstacles that might keep the employee from meeting the standards, and focus on areas that need improvement.

Finally, by spring, when the university P4P calendar would normally start, the supervisor and employee will meet for the formal discussion for the employee’s overall appraisal.

A preliminary P4P calendar for FY 2006-2007 is attached. By adopting a preliminary calendar of our own now, we hope to avoid the last minute rush experienced during the past few years.

I will place this item on the Cabinet agenda for our next general meeting, but I wanted to give you an opportunity to start planning now.

cc: S. Troy
    M. Wilt
PRELIMINARY P4P CALENDAR FOR FY 2006-2007 *

It is expected that employees hired after January 3, 2006 will not be eligible but performance standards must be established

Fall 2005-06 – Appraisal Period

September/October 2005 Preliminary P4P meetings are recommended to discuss goals

February 2006 Libraries training sessions

March 2006 Self Assessments prepared by employees

Allocations from Dr. Furmanski to University Librarian

Performance appraisal meetings conducted

April 2006 P4P recommendations due to University Librarian from AUL/Directors

P4P recommendations due to Dr. Furmanski

Supervisors notify appraisees of their performance appraisal ratings

May 2006 Dr. Furmanski P4P recommendations to UHR

June 2006 UHR sends notification letters to appraisees of salary increases and bonuses

Performance bonuses will be in paycheck

July 2006 Salary increases implemented in paycheck (1st phase)

September 2006 Salary increases for 10-month employees will be in paycheck (1st phase)

October 2006 Employees who did not meet standards will be re-evaluated

November 2006 If October reviews are positive salary increases will be in November paycheck (1st phase)

January 2007 Remaining phase of salary increases implemented effective January 1 and in January paycheck

* An updated calendar will be issued if changes are received.