

ADMINISTRATIVE GUIDELINES FOR 2014-15 NON-REPRESENTED STAFF SALARY PROGRAM

Salary Program

The 2014-15 salary program is a 3% salary program for non-represented career staff. Individual employee's increases will vary due to the Salary Program Parameters listed below. The current PSS and MSP salary ranges for the open range titles will be adjusted by 3% to keep pace with labor market changes. Step-based titles, because the value of each step changes with a range adjustment, will be adjusted as part of the program as outlined below.

General Eligibility Requirements for the General Salary Program

The following employee groups are **excluded** from the 2014-15 salary program:

- Employees who did not receive the appraisal rating of "Meets Expectation" or greater
- New employees hired on or after January 1, 2014
- Employees (PSS) who are still probationary on July 1, 2014
- Employment Appointment types of Contract (PSS and MSP), Per Diem and Limited Term
- Union-represented employees
- Employees at or above the maximum of their salary range

Salary Program Parameters

The salary program will be implemented using two methodologies:

- Merit – Performance Based for upper level management/leadership positions and Development or Alumni Relations position with business plans
- Across-the-Board for all other non-represented staff.

3% Merit - Performance Based

- All SMG members in accordance with systemwide SMG Program
- MSP level direct reports of SMG members or Deans
- Assistant and Associate Vice Chancellors
- Assistant Deans for Administration
- All Development or Alumni Relations positions with business plans

Based on the incumbent's current salary placement in the range and their evaluation ratings provided by their managers the performance based increase will be awarded based on the following matrix:

Performance Rating	SALARY RANGE			
	Min to 1st Quartile	1st Quartile to Midpoint	Midpoint to 3rd Quartile	3rd Quartile to Max
Exceptional	4.5%	4%	3%	2.5%
Exceeds Expectations	4%	3%	2.5%	2%
Meets Expectations	3%	2%	1.5%	1.5%
Improvement Needed/Unsatisfactory	No increase	No increase	No increase	No increase

3% General Salary Program

- All PSS and MSP not referenced in the 3% Merit – Performance Based section on page 1
- Step-based Skilled Craft and Police Sergeant titles the 3% will be applied as a Range Adjustment.

Performance Evaluations

On April 21, 2014, each Merit Program Coordinator will be provided a list of the 3% Merit – Performance Based employees along with instructions, process steps, and deadlines.

On May 1, 2014, each Merit Program Coordinator will be provided a list of all of the 3% General Salary program eligible employees within their respective areas and will be asked to work with their departments to provide the evaluation “rating” for each employee based on their performance over this past evaluation year. This action will allow the increases to be effective June 22nd for biweekly and July 1st for monthly paid employees (exception being Development and Alumni Relations staff with 12 month business plans).

Final written evaluations would be due to central HR on the Davis campus and Health System campus based on the following timeline:

- All Performance Based MSP evaluations must be written and discussed with next higher level of management no later than Monday, June 30th. Discussion of performance evaluation and rating with incumbents would begin **after** the review with the next higher level of management and be fully completed no later than Thursday, July 31st
- Development and Alumni Relations positions with business plans are due Thursday, July 31st.
- All remaining MSP and PSS evaluations being discussed with employees and fully completed no later than Thursday, July 31st.

Effective Dates

- For monthly paid employees the effective date of the increase is July 1, 2014.
- For bi-weekly paid employees the effective date of the increase is June 22, 2014.
- *Note: Development and Alumni Relations positions with business plans will receive their increase retroactively to provide a full 12-month performance period on which their salary increase will be determined.*

Process Details

- Increases will be reflected in the Friday, August 1, 2014 checks for monthly paid employees.
- Increases will be reflected in the Wednesday, July 16, 2014 checks for bi-weekly paid employees.
- The salary increases will be processed in mass by Central Payroll in coordination with central Human Resources.
- The Provost, Dean's, and Vice Chancellor's Offices will receive from Human Resources a roster of eligible employees for the general salary program. The Provost/Dean/Vice Chancellors Merit Program Coordinator would be asked to confirm the following information:

- Using the eligibility criteria stated in this document make changes to the roster as necessary to ensure its accuracy.
 - Indicate those who **do not** meet the appraisal rating of “Meets Expectation”.
 - Ensure all eligible employees are considered.
- The roster provided Thursday, May 1, 2014 for the across-the-board general salary program must be returned to Human Resources no later than Tuesday, June 10, 2014.

Equity Program: October 1, 2014 effective date

A 1% equity pool will be established to address salary differentials between non-represented supervisors and represented staff that have become compressed due to the significant pay increases bargained for represented staff.

Future Salary Programs:

Going forward, calibration of performance ratings across the organization will be part of our employee performance evaluation program.

Recommended Rating Distribution

Performance Rating	% of staff
Exceptional	10%-15%
Exceeds Expectations	20%-30%
Meets Expectations	60%-65%
Improvement Needed and Unsatisfactory	5%-10%

Our calibration efforts will provide us a stronger framework for next year’s and all future full Pay-for-Performance merit programs for our non-represented employees.

As we plan for the potential of future Salary Programs we will need to transition the evaluation periods to meet processing deadlines and prevent retroactive adjustments for our staff. The chart below outlines the cycle changes to enable us to achieve a July 1st salary program going forward.

Evaluation period	Cycle
July 1, 2013 – June 30, 2014	12 months
July 1, 2014 – April 30, 2015	10 months
May 1, 2015 – April 30, 2016	12 months