APT Personnel:
Utilizing the On-line Special Compensation System

September 2006

Performance Evaluation
Performance Evaluation

- Significant in the SCA process
- Requires frequent communication between supervisors and subordinates throughout rating period – No Surprises!
- Standard evaluation period: November 1 – October 31
- Evaluation is based on expectations created by the supervisor
- Evaluation must be completed before any Performance Award nomination can be made.

Performance Evaluation (Cont.)

- On-line evaluation system
  - https://www.pers.hawaii.edu/hrin/pes/
- Three (3) Performance Categories
  - Competency
  - Quality
  - Productivity
- Three (3) Performance Ratings
  - Exceptional
  - Meets
  - Does not meet
Overall Performance Ratings

- Overall “Exceptional” Rating
  - Rated “Exceptional” in all three categories

- Overall “Meets” Rating
  - Rated “Meets” and “Exceptional” in the three categories

- Overall “Does Not Meet” Rating
  - Rated “Does Not Meet” in one or more of the three categories

Performance Evaluation

- Overall “Does Not Meet” Rating
  - Probationary employee – initiate appropriate action to terminate employee
  - Employee with security – initiate appropriate action to place employee on 6-month improvement period

- On-line evaluations archived in December
- Print hard-copy evaluation for files
Performance Awards

• A discretionary award to an employee in recognition of performance that consistently EXCEEDS performance expectations.

• Award is based on work performed and projects/assignments completed during the standard evaluation period.

• Annual Consideration – every November

• Awards of - 2%, 4%, 6% or 8%
Performance Awards (Cont.)

• Lump sum cash bonus (no increase to base salary)
• Subject to availability of funding (Program pays) and appropriate approval
• Established performance benchmarks
• See Administrative Procedure A9.170 for additional information

Eligibility Criteria

• Rated overall “Exceptional” in the standard evaluation period for which the nomination is made.
  – A rating of overall “Exceptional” requires an “Exceptional” rating in all three performance categories (Competency, Quality and Productivity).
• Six months service in the current position (hired as of May 1st)
• Nomination by the Supervisor
Tips for Writing Nominations

Highly recommended that the following information, if applicable, be included in the nomination:

• Significant improvement in quality of work during the evaluation period.

• Significant increase in quantity of work during the evaluation period.

• Examples of outstanding/exceptional service to end users during the evaluation period.

Tips for Writing Nominations (Cont.)

• Special/major projects/assignments completed during the evaluation period and the dates of accomplishment. Examples:
  – 11/05 – 07/06: designed, developed and implemented on-line system which involved . . .
  – 08/06 – 10/06: wrote new admin procedures on _____ which involved . . .

• Employee’s role and responsibilities in completing projects/assignments
Tips for Writing Nominations (Cont.)

• Impact of performance/project on the work unit’s ability to meet or exceed organizational goals, objectives and mission

• Project benefits to the work unit and/or University (i.e., significant cost savings, efficiency, high visibility, revenue producing)

• Period Employee worked on special projects/assignments

Timeline

October 31, 2006:  End of evaluation period

November 1, 2006:  First day supervisors able to nominate employees for PA; evaluations must be completed prior to nominating employees

November 30, 2006:  Deadline for Supervisors to electronically submit completed nominations

December 11, 2006*:  Deadline for Personnel Representatives to electronically submit recommendations

January 8, 2007:  Deadline for Deans/Directors to electronically submit recommendations

January 19, 2007:  Deadline for Chancellor/Vice President review committees to electronically submit recommendations for positions in Bands C & D

January 31, 2007:  Deadline for Chancellor/VP to render final decisions for positions in Bands A & B; Deadline for President to render final decisions for positions in Bands C & D

* Suggested Internal Deadline Only.
Supervisor's Guidelines

- The following documents are available on the OHR web site and SC system
  - Guidelines on writing nominations
  - Performance Award Benchmarks
Submitting a Nomination
Instructions for Supervisors

After completing the Performance Evaluation process, supervisors who wish to submit a PA nomination should proceed with the following steps:

1) Log on to the Special Compensation System
   – https://www.pers.hawaii.edu/hrin/sca/
2) Click on blue text that reads Nominate...
3) Click on button marked “SCA-Nom” for the employee you wish to nominate
4) Indicate Percentage of Performance Award and click “Next Page” to save
5) Indicate justification for nomination in text box; click “Next Page” to save
6) Certify accuracy of nomination and certification statement by checking the box and clicking submit.

Auto E-mail Notification
Information for Reviewing Parties

• Provides electronic notice of a pending action and a copy for information automatically.
• Auto e-mails disseminated in accordance with the routing established by your personnel representative.
• Auto e-mails sent by the system:
  – SCA - Copy for Information - provides the party that is taking action on the nomination a copy of what he/she submitted
  – SCA - Requires Action - notifies the party at the next level in the review process of a pending nomination that requires his/her action
  – SCA - Notification - notifies all parties of the approving authority’s decision
• For certain actions that generate auto e-mails (i.e., unable to confirm), the e-mail addresses may be amended as appropriate
Taking Action on an SCA Nomination
Instructions for Reviewing Parties

After receiving e-mail notification of a pending nomination, reviewing parties should proceed with the following steps:

1) Log on to the Special Compensation System
   - https://www.pers.hawaii.edu/hrin/sca/
2) Click on blue text that reads Take Action . . .
3) Click on button marked “SCA-APPR” for the record that you wish to view
4) View “history” of the aforementioned nomination, click continue
5) Indicate level of agreement (concur, agree with amendments/comments, not able to confirm, or return without action) and click “Next Page”

Types of Action

- Concur
  - Agree with recommendation as is; make no changes to recommendation

- Concur with amendments/comments
  - Agree with amended recommendation; make changes to recommendation (i.e., change percentage amount of award, add additional supporting rationale)

- Not able to confirm
  - Do not agree with recommendation; nomination is not forwarded to next review level; nomination process completed; no PA award

- Return without Action (option available to only personnel representatives during the nomination period)
  - Request additional supporting rationale from the supervisor to support nomination; supervisor must resubmit nomination by PA nomination deadline (November 30, 2006)
Return Without Action Option

• Option available only to personnel representatives during the nomination period
• Nominations may be returned to supervisor for additional supporting justification
• Supervisor must resubmit the nomination by November 30, 2006 (SCA nomination deadline) in order for consideration
• Nominations may not be resubmitted after November 30, 2006

Tracking an SCA Nomination
Instructions for Reviewing Parties

After taking action in the SCA System, you may track the progress of a SCA nomination by proceeding with the following steps:

1) Log on to the Special Compensation System
2) https://www.pers.hawaii.edu/hrin/sca/
3) Click on blue text that reads View...
4) Click on button marked “View Progress” for the record that you wish to view
5) Click button marked “Back to Position List” to return to position listing
SCA Appeals

- Written appeals may be filed for significant procedural violation in the SCA process
- Deadline – ten (10) calendar days from the date of notification
- Decision – makers:
  - Positions in Band A or B: Appropriate Chancellor or Vice President
  - Positions in Band C or D: System Director of Human Resources

Supervisor's Responsibilities
Supervisor’s Responsibilities

• Create expectations (if not already completed)

• Discuss past performance with subordinate and complete and certify the evaluation in the on-line system

• If eligible, consider nominating subordinate for a performance award. Review Employee’s accomplishments for the past year, program funding, and performance benchmarks. Determine an appropriate award amount to recommend.

Supervisor’s Responsibilities (Cont.)

• Log on to the Special Compensation system and nominate subordinate by the 11/30/06 deadline; provide supporting rationale to justify the nomination.

• Please be reminded that no additional information will be requested from the supervisor, Dean/Director, or program at the Chancellor or President review level. The nomination will be evaluated “as is.”

• Should the Personnel Representative return the nomination back to the supervisor for additional supporting rationale, the nomination must be resubmitted by 11/30/06 in order to be considered.
Important Notes

• Supervisors must create performance expectations and complete performance evaluations before considering any subordinates for Performance Awards.

• Ratings other than overall “Exceptional” will deem the employee ineligible for a performance award.
Important Notes (Cont.)

• Performance Awards are based on work accomplished during the specific evaluation period (November 1 - October 31)

• Performance Awards are based solely on the nomination – no other information is requested

• Work reflective of an IGA may not be considered year after year as a performance award

Important Notes (Cont.)

• Only APT personnel with an overall “Exceptional” performance rating will be listed in the position list screen of the SCA system for supervisors to consider nominating.

• In-grade adjustments for APT Employees are processed through the Position Description Generator.

• Employees may not be recognized for a performance award annually for continuous work on the same project (unless major new enhancements have taken place)
Additional Resources (continued)

You may also contact the Office of Human Resources for additional assistance:

E-mail: uh-broadband-l@hawaii.edu

Phone: 956-8643

Website Address: http://www.hawaii.edu/ohr/