General Overview of Special Compensation Adjustment – Performance Awards

October 2013

Performance Evaluation
Performance Evaluation

• Significant in the SCA process
• Requires frequent communication between supervisor and subordinate 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 a 6-month improvement period

• On-line evaluations archived on January 3, 2014

• 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

- 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
• Nomination by the Supervisor
Nominations

• Nominations center on an employee’s accomplishments during the current evaluation period
• Awards are based solely on information provided in the nomination
• No additional information is requested from supervisor, program, etc.

Nominations (Cont.)

• Two (2) required fields in SCA System
  – Provide examples of Exceptional Performance
  – Describe Impact/Benefits of Accomplishments
• Two (2) optional fields in SCA System
  – Period project/task assigned
  – Any Other Relevant Factors
• Narrative text box with unlimited characters
• Supervisor may provide up to five (5) examples of exceptional performance
Nomination Requirement

• Specific Examples of Exceptional Performance
  – Accomplishments
  – Employee’s role and responsibilities
  – Outstanding service, attitude or effort
  – Improvement in quality of work
  – Increase in quantity of work

Nomination Requirement (Cont.)

• Impact/Benefits of Accomplishments
  – Significant cost savings
  – Level of efficiency
  – High visibility
  – Revenue producing
Optional Information

- Start and end dates of assigned projects/tasks
- Other relevant factors
  - Short-staffed
  - Emergency work
  - Paid overtime
  - On temporary assignment

Timeline

- **October 31, 2013**: End of evaluation period
- **November 18, 2013**: First day Supervisor may nominate subordinates for performance awards; evaluation must be completed prior to nominating employees
- **December 17, 2013 (4:30 p.m.)**: Deadline for Supervisor to electronically complete evaluations and submit nominations
- **January 3, 2014**: Evaluations archived
- **January 10, 2014***: Deadline for HR Specialist to confirm eligibility of nominated employees and electronically submit recommendations
- **January 31, 2014 (4:30 p.m.)**: Deadline for Dean/Director to electronically submit recommendations
- **February 14, 2014 (4:30 p.m.)**: Deadline for Chancellor/Vice President to render final decisions
- * Suggested Internal Deadline Only.
Submission Deadline – Time Change

• Time change to submission deadline – 4:30 p.m.
• Nominations must be submitted on-line by 4:30 p.m.
• No exceptions
• Please plan accordingly

Flow Chart – Routing of Nomination

Supervisor → Human Resources Rep → Dean/Director → Chancellor/VP
Performance Award Benchmarks

- Performance Award Benchmarks are available on the OHR web site and SCA system
  - Illustrative examples are for ease of reference and to be used as convenient guides only

Submitting a Nomination

Instructions for Supervisors

To nominate an eligible employee:

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
- Auto e-mails disseminated in accordance with the routing established by your HR Specialist
- 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 review level of the pending nomination that requires his/her action
  - SCA - Notification - notifies parties of the approving authority’s decision
- For certain actions that generate auto e-mails (i.e., unable to confirm), the e-mail addresses and contents of message 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 only to HR Specialists during the nomination period)
  - Request additional supporting rationale from the supervisor to support nomination; supervisor must resubmit nomination by PA nomination deadline (December 17, 2013, 4:30 p.m.)

Return Without Action Option

- Option available only to HR Specialist during the nomination period
- Nominations may be returned to supervisor for additional supporting justification
- Supervisor must resubmit the nomination by the SCA nomination deadline (December 17, 4:30 p.m.) in order for consideration
- On-line nominations will not be accepted after December 17, 2013 (4:30 p.m.)
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
   https://www.pers.hawaii.edu/hrin/sca/
2) Click on blue text that reads View...
3) Click on button marked “View Progress” for the record that you wish to view
4) 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
• Appeals are filed with the respective Chancellor or Vice President
Supervisor’s Responsibilities

• Create expectations (if not already completed)
• Discuss past performance with subordinate and issue a rating based on performance
• Complete and certify the evaluation in the on-line system
• If funds are available, consider nominating eligible subordinates for a performance award.
• Review accomplishments for the past year. Based on 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 12/17/13 (4:30 p.m.) 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 approving authority review level. The nomination will be evaluated “as is.”

- Should the HR Specialist return the nomination back to the supervisor for additional supporting rationale, the nomination must be resubmitted by 12/17/13 (4:30 p.m.) in order to be considered.

Important Notes
Important Notes

• Supervisors must create performance expectations and complete 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

You may contact the Office of Human Resources for assistance:

E-mail: uh-broadband-l@lists.hawaii.edu
Phone: 956-8643
Website Address: http://www.hawaii.edu/ohr/