General Overview of Special Compensation Adjustment – Performance Awards

January 2015

To Strive for . . .

- Supervisor creates expectations soon after employee hired or at beginning of rating cycle
- Provide feedback on performance throughout the rating period
- Complete evaluation at end of evaluation period (standard period ends October 31)
- If new hire, rate employee on or before the end of the 12th month

Nominating an Employee

- Supervisor may consider nominating employee for performance award if employee:
  - Rated overall “exceptional”
  - In position for at least 6 months as of 10/31/14,
  - In position on 10/31/14, and
  - Funding is available

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 (Cont.)

- 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 February 27, 2015
- Print hard-copy evaluation for files
Situations . . .

- New employee hired in middle of rating period and expectations certified for former incumbent
  - Ask PO to delete expectations before creating new expectations
- If expectations not certified, review, amend, and certify expectations for new incumbent

More Situations . . .

- If evaluation completed for former employee
  - Ask PO to archive evaluation
  - Once archived, supervisor may create expectations for new incumbent

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
- 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).
- Worked at least six (6) months in position being nominated for (hired on or before May 1st)
- In position as of October 31
- Nomination by the Supervisor

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

Flow Chart – Routing of Nomination

1. Supervisor
2. Human Resources Rep
3. Dean/Director
4. Chancellor/VP
Nominations

• Nominations center on 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

Appropriate Nominations
- Major project completed
- Major accomplishment
- Due to staffing shortage, employee took on new function on a temporary basis and excelled

Inappropriate Nominations
- Performance of additional/more complex work and compensated
- New function added to work – IGA?
- Project outside of evaluation period
- Previous recognition of same project

Inappropriate Nominations (Cont.)
- Participated in training to learn new system
- Brief, general description
- No explanation/description of how employee exceeded expectations - went above and beyond
Timeline

October 31, 2014: End of evaluation period
January 26, 2015: First day Supervisor may nominate subordinates for performance awards; evaluation must be completed prior to nominating employees
February 20, 2015 (4:30 p.m.): Deadline for Supervisor to electronically complete evaluations and submit nominations
February 27, 2015: Evaluations archived
March 6, 2015*: Deadline for HR Specialist to confirm eligibility of nominated employees and electronically submit recommendations
March 20, 2015 (4:30 p.m.): Deadline for Dean/Director to electronically submit recommendations
April 2, 2015 (4:30 p.m.): Deadline for Chancellor/Vice President to render final decisions
* Suggested Internal Deadline Only.

Submission Deadline

• On-line submission deadline – 4:30 p.m.
• No exceptions
• Please plan accordingly

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.

Return Without Action Option

• Option available only to HR Specialist during nomination period
• Nominations may be returned to supervisor for additional supporting justification
• Supervisor must resubmit nomination by the SCA nomination deadline (February 20, 2015, 4:30 p.m.) in order for consideration
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 online 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 02/20/15 (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 02/20/15 (4:30 p.m.) in order to be considered.

**Important Notes**

- Two-step process
- Rating should reflect actual performance
- Rating other than overall “Exceptional” will deem the employee ineligible for a performance award
- Firm nomination deadline – February 20, 2015 (4:30 p.m.)

**Important Notes (Cont.)**

- Performance Awards are based on work accomplished during the specific evaluation period (November 1, 2013 - October 31, 2014)
- Work reflective of an IGA may not be considered year after year as a performance award
- In-grade adjustments for APT Employees are processed through the Position Description Generator.
Important Notes (Cont.)

- Only APT personnel with overall “Exceptional” performance rating will be on the position list in the SCA system for supervisors to consider nominating.
- Employees may not be recognized annually for continuous work on the same project (unless major new enhancements have taken place).
- Performance Awards are based solely on the nomination – no other information is requested or reviewed.

Ask Yourself . . .

- If unable to complete evaluation in Performance Evaluation System, ask yourself:
  - Did I create/certify expectations?
  - Is employee one of my subordinates in the system?
  - Am I clicking the right option to evaluate?

Ask Yourself . . . (Cont.)

- If unable to nominate subordinate because name does not show up in SCA system, ask yourself:
  - Did I complete the on-line evaluation?
  - Did I rate the employee overall exceptional?
  - Is employee one of my subordinates in the system?

Additional Resources

Please contact your HR representative for assistance. Your HR representative may contact the Office of Human Resources for follow-up:

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