



A merit-based salary program for non-represented employees

2015-2016 Program Guidelines

General Eligibility Requirements

- PSS: New non-represented 99 and K3 employees hired on or before October 30, 2015 and non-probationary by April 30, 2016
- MSP employees hired on or before January 4, 2016
- Employees must have a completed appraisal with a rating of “Fully Achieved Expectations or better
- Employment Appointment types of Contract (PSS and MSP), Floater, Per Diem and Limited Term are excluded

Inter-campus transfers

- PSS: eligible if they were non-probationary at their former location, there was no break in service, and transferred on or prior to April 30, 2016.
- MSP: eligible if they were in a career appointment as of January 4, 2016, there was no break in service, and transferred on or prior to April 30, 2016.

Employees at the maximum of the range: *TBD pending notice from Office of the President*

Appraisals:

Review period – May 1, 2015 – April 30, 2016

- Appraisal submission date – No later than June 10, 2016
- Online applications –
 - Davis campus - EPAR application: <http://epar.ucdavis.edu>
 - Sacramento campus - You will receive an email alerting you when performance documents are available for your employees. Appraisals are completed on-line in eHR and can be accessed from: <http://ehr/psp/hrprod/EMPLOYEE/HRMS/?cmd=login>.

User support in the form of online user guides and other on-demand training materials is also available at <http://P4P.ucdavis.edu>

- New Rating Descriptions – The five point rating scale remains; however, the category names and descriptions have been updated significantly with the goal of providing clearer distinctions between ratings.

Calibration:

This is the process in which top level performance and performance ratings are discussed and normalized within a group. The conversations determine what differentiates a top performer from one who fully achieves expectations. The outcome of implementing this process will be to drive greater consistency in the rating process across the school, college or division. Each school, college or division has the flexibility to construct this process in the way that is most effective for them. However, we recommend the adoption of the calibration principles listed below.

As a reminder, **calibration discussions should occur when the appraisal is in the draft stage and has not yet been shared with the employee.**

- Within each school, college or division, an individual or group of individuals at the leadership level takes responsibility for coordinating and communicating the calibration and merit distribution process
- Supervisors and managers within that school, college or division are directly engaged/involved with the calibration process

Distribution/Application of Merit:

This is the process in which the merit dollars/amounts are applied to individual employees based on performance. Each school, college or division has the flexibility to construct this process in the way that is most effective for them. We recommend the adoption of the distribution principles listed below.

- No across-the-board distribution. There is differentiation in the application of merit dollars
- The only factor considered in the application or distribution of merit funds is annual performance (e.g. equity and/or placement in the range/market are not considered)
- Application of dollars/merit is consistent across performance ratings
- Supervisors are informed about the merit application process outcomes prior to communication with individual employees

[Please see the UC President's letter to the chancellors dated February 29, 2016 for advice on best practices related to linking pay to performance.](#)

Merit Pool and Effective Dates

- Merit pool – 3% of the salaries based on the eligible staff within the unit as of March 1, 2016.
 - Davis HR to provide non-represented 99s roster and absolute salary budget on March 16, 2016. UCDHS HR to provide non-represented 99s roster and absolute salary budget by March 21, 2016
 - The provost, deans and vice chancellors are responsible for ensuring merit allocations stay within total absolute salary budget consistent with the target provided by HR
- Merit decisions must be returned to HR by June 10, 2016
- Merit effective dates
 - Monthly employees: July 1, 2016. Merit increases will appear in the August 1, 2016 earnings
 - Bi-weekly employees: June 19, 2016. Merit increases will appear in the July 27, 2016 earnings. There will be one bi-weekly pay period of retroactivity, June 19 – July 2, 2016. Additional instructions will be provided to College/Division merit contacts.