



A merit-based salary program for non-represented employees

May 2017

MEMO

To: Employee Personnel File

Re: Changes in Annual Performance Evaluation Ratings

Beginning with the 2015-2016 performance review cycle, as part of an emphasis on creating a high performance work culture, our performance ratings were reviewed and recalibrated to encourage and consistently recognize exceptional work, which has long been defined as representing *extraordinary achievement with extensive contributions to organizational culture and performance while exceeding expectations in all areas of responsibility.*

In contrast, performance that consistently meets and, at times, exceeds all performance expectations, are now rated as “Fully Achieved Expectations”. Employees rated at this level *make a meritorious, reliable and meaningful contribution to their department, and at times, go above and beyond duties outlined in their position descriptions.*

**This recalibration will likely result in fewer employees receiving ratings of *Exceptional* and *Exceeds Expectations* during the 2015-2016 performance review cycle.**

In the 2016-2017 review cycle, the performance rating structure changed to a four-point scale that collapsed “Exceeds Expectations” and “Exceptional” into one rating – “Exceptional”. **This will likely result in fewer employees receiving ratings of *Exceptional*.**

Unless otherwise indicated in the individuals' performance appraisal document, these changes are *not* a reflection of a decline in the overall performance or effort of our valued employees, but rather a renewed emphasis on our longstanding performance rating definitions, ensuring common understanding and application of performance standards by all supervisors, and our campus commitment to excellence.

A copy of this memorandum will be attached as a cover to all 2016-2017 performance appraisal documents and will become a part of each non-represented employee's permanent personnel record.