

MEMO

Re: Performance Management and Merit Program for Non-Union/Exempt Employee Group

PURPOSE

Implement a performance management and merit program for non-unionized employee group that links individual performance to University strategic goals, rewards performance, is relevant to USMC and consistent, is practical and transparent.

OVERVIEW:

Compensation Statement

The University of St. Michael's College has a foundational commitment to social justice and sustainability, whether environmental, social, or financial. That commitment includes providing a fair and competitive employee compensation program designed to attract, retain, motivate and reward high performing employees across the institution. We strive to ensure that at all levels, our compensation decisions are: transparent; equitable among employees; competitive within relevant markets; and consistent with our values, policies and processes.

Performance Assessment

The performance assessment process is designed to link individual goals to the University's strategic plan and objectives and to facilitate communication between supervisor and employee. The form is comprised of 4 components:

1. Looking back at accomplishments and reflecting on challenges faced in the last year (self assessment by employee and feedback from supervisor)
2. Goal setting for the year ahead (communicate shared goals)
3. Development opportunities (set as a partnership with supervisor)
4. Ratings (supervisor only)

Merit Pay

Merit pay rewards individual performance and is added to base salary at June 30th. It is determined by two factors: performance rating and compa-ratio (below and above midpoint). There are 5 rating levels. Expectation is that most employees will be rated Excellent (4) or High Quality (3) and very few will reach Exceptional (5). Supervisors providing Exceptional (5) rating must obtain approval from President and HR/Finance before finalizing. Budget for merit is based on average ratings and total salaries of the non-union employee group. Target range for 2022 is 1.5-3% and final percentage increase per rating will be determined after all ratings are submitted to HR on May 30th.

USMC Merit Model (percentages are determined annually):

Rating	Exceptional Performance	Excellent Performance	High Quality Performance	Partially Achieving Performance Expectations	Unsatisfactory Performance
Above Midpoint	TBD	TBD	TBD	TBD	TBD
Below Midpoint	TBD	TBD	TBD	TBD	TBD