

Iowa State University
EXTRA-MERITORIOUS PERFORMANCE PAY PROGRAM GUIDELINES
FOR PROFESSIONAL AND SCIENTIFIC EMPLOYEES

January 2011

Introduction

For purposes of these guidelines, *major administrative unit* is defined by the titles of President, Executive Vice President and Provost, Vice President for Business and Finance, Vice President for Student Affairs, Vice President for Extension and Outreach, Vice President for Research and Economic Development, Vice Provost/Chief Information Officer, and Dean.

Each major administrative unit will: 1) institute a request / approval process, 2) communicate the program to Professional and Scientific (P&S) staff and supervisors, 3) provide consistent evaluation of requests, and 4) track the number of awards requested and approved. Each major administrative unit may also impose more stringent requirements (than the general program guidelines that follow).

General Program Guidelines

Extra-Meritorious Performance Pay may be given to reward an individual or group of individuals for outstanding performance or a specific accomplishment that is beyond normal expectations. Extra-Meritorious Performance Pay should not be used as a substitute for providing ongoing performance-based salary adjustments.

1. Extra-Meritorious Performance Pay may be awarded at any time during the fiscal year (though major administrative units may impose deadlines).
2. Extra-Meritorious Performance Pay will be in the form of a lump sum payment that is not added to the base salary.
3. A P&S employee may receive an Extra-Meritorious Performance Pay award only once per fiscal year for an amount up to 10% of his/her base salary. The recommendation must be reviewed and approved by the respective VP or EVPP.
4. No more than 10% of a major administrative unit's P&S staff will be eligible to receive an Extra-Meritorious Performance Pay award in a given fiscal year.

Examples of situations where Extra-Meritorious Performance Pay may be given include:

- Completion of a major project or initiative
- Significant extraordinary effort beyond the fulfillment of all job duties and normal expectations of the job – effort that is major, key, or vital to the unit and that resulted in a significant positive impact or productivity gain
- Recognition of revenue generation (or for the support of revenue generation), or cost savings
- Extraordinary effort during times of critical need (e.g., meeting a critical deadline that could otherwise have an adverse impact on critical business operations or major project)

Eligibility

- Extra-Meritorious Performance Pay may be given to any currently employed P&S employee (term or continuous, full or part time) who has been at Iowa State University in a P&S position for at least one year at the time the Extra-Meritorious Performance Pay is awarded.

- A P&S employee must have a current (within past 12 months) satisfactory performance evaluation on file.

Administrative Unit Requirements

Each major administrative unit will institute a request/approval process for Extra-Meritorious Performance Pay awards. The process should include mechanisms to communicate the program to P&S staff and provide consistent evaluation of requests. Additionally, each unit must track, for purposes of meeting the program requirements, the following items:

- number of awards requested
- number of awards approved
- all award requests with final disposition

As these awards are discretionary in nature, it is left to the major administrative units to decide what form of notification, if any, is required for requests that are not approved.

Funding

The Extra-Meritorious Performance Pay could be funded a number of ways, including but not limited to: a) full funding by the department, b) full funding by the major administrative unit, or c) jointly, involving both.

The employee's home department and/or the major administrative unit will ensure said expenditures are allowed by the funding source. Other departments with an affiliation to the employee can also fund Extra-Meritorious Performance Pay with approval of the home department. A description of the affiliation should be included with the justification statement.

Procedures

1. The department must complete an *Extra-Meritorious Performance Pay Disbursement Request Form* which positively affirms the employee's eligibility based on meeting the required performance standards and provides a thorough description of the employee's contribution justifying the Extra-Meritorious Performance Pay.
2. The *Extra-Meritorious Performance Pay Disbursement Request Form* must be approved by the employee's department chair/supervisor, dean/director, and the respective VP or EVPP.
3. The approved form must be routed through HRS. (Incomplete forms will be returned to the department.)

HRS/IS Requirements

HRS will maintain Extra-Meritorious Performance Pay Program files and compile for each unit and the University aggregate (for reporting to the Board of Regents):

- percent of eligible staff receiving an award
- average dollar amount of award
- analysis of awards based on race, gender, pay grade, age, etc., within each administrative unit.