

Senior Vice President for University Services Request/Approval Process for Extra-Meritorious Performance Pay Program for P&S Employees

In 2008 ISU established the Exceptional Performance Pay Program for P&S staff. This program was reevaluated in January 2011 to encourage more utilization of the program and was renamed **Extra-Meritorious Performance Pay Program**. The full description and guidelines may be found on the Human Resources Services website, <http://www.hrs.iastate.edu/hrs/classcomp>.

The Senior Vice President for University Services and the UNSRV Directors have agreed to continue this policy and its guidelines as detailed below. These guidelines will be posted on the Senior Vice President for University Services website. The guidelines should also be posted on departmental bulletin boards for P&S staff to easily review.

University Services request/approval process for exceptional performance pay for non-organized P&S employees is summarized below:

1. Deadlines for submission of "Extra-Meritorious Performance Pay Disbursement Request" forms to the Senior Vice President for University Services office are **November 1** and **April 1**. Submitted forms must have completed signature lines from the Supervisor and the Director. All forms must be received in the Senior Vice President for University Services Office by 5 p.m. on the deadline dates.
2. Requests will be evaluated by a review committee----three staff from University Services units plus one representative from the UNSRV office, who will chair the committee. The three staff will be recommended by the unit Director and will be appointed by the Senior Vice President for University Services with one member rotating off the committee each year. The committee will forward their recommendation to the Senior Vice President for final review and approval/rejection. If approved, the disbursement request form will be submitted to Human Resources for reporting requirements. The review committee chair will notify the requesting Director of the final decision.
3. Any performance pay awarded must be funded by the unit submitting the nomination. The nominating unit may request assistance from the Senior Vice President to help cover the costs if the unit does not have sufficient funds. A memo detailing the reasons for lack of departmental resources and the request for assistance should accompany the performance pay request and be signed by the requesting unit Director.
4. As required by the ISU policy, the UNSRV office will track the number of performance pay requests submitted, declined and approved.