

Staff Council HR Updates

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Objectives

- Silver Circle Presentation
- Performance Management Updates
- Compensation Study Update



Silver Circle Inductees

This honor is bestowed on those employees who have completed twenty-five years of service to the University.



- **Dr. Barbara D’Ambrosia**
- **Barbara Kingsbury**
- **Dr. Cynthia Caporella**
- **Dr. James Lissemore**
- **Dr. Matthew Berg**
- **Dr. Michael Nichols**
- **Patricia Meyers**
- **William Wilhelm**

Updates for Performance Management

Executing an Effective Performance Management Cycle



Performance Management Updates to Process

Improvements Coming in 2020

- Alignment to a merit/discretionary pay adjustment
- Changes to ratings for clarity
- Timing is changing to Spring semester- Delivery in May.
- Employees to create their own goals
- “New in Role” options
- Collective HR Review prior to delivery for consistency and fairness
- Goals review- more feedback throughout the year on goals and performance
- Same timing for exempt and NE employees

Changes Ratings for Clarity- 2020 Overall Rating

Leading Performance

- Easily recognized as a top performer compared to peers, viewed as a resource for mentorship and guidance of others in department, proactively takes on higher levels of responsibility that add new value
- Could reflect unique, one-time achievements that made measurable progress toward an institutional goal

Fully Successful Performance

- Applies to an employee who consistently demonstrates an effective performance, often at high level of performance
- Achieves valuable accomplishments in several critical areas of the job
- Performance is reflective of a fully qualified and experienced individual

Building Performance

- Working toward gaining proficiency- New Hire or PIP
- Demonstrates uneven or inconsistent performance in key job responsibilities
- Achieves some but not all goals and requires frequent coaching, training, or feedback on others.

Not meeting expectations

- Quality of performance is inadequate and shows little or no improvement
- Knowledge, skills and abilities have not been demonstrated at appropriate levels.

Performance Management Updates to Process

For 2019:

Training with leaders and employees regarding new process and ratings criteria for 2020

“Interim Evaluation and Goals Review” will be offered as an interim step for 2019 and prepare us for success in the 2020 academic year.

- Reset goals so that they are achieved by May 2020
- Does not include self-evaluation but you can share your thoughts about your achievements
- No formal ratings- a moment for feedback

Interim Performance Review & Goals Check In- Due July 15

This is not a full review with ratings- rather a moment to check-in on performance, provide opportunity for discussion, and establish goals for the new academic year-based review cycle (June-May)

- How is the employee progressing on key performance indicators? Any areas of strength or opportunity?

(Mission and Inclusivity; Quality and Quantity of Work; Reliability; Initiative and Creativity; Cooperation with others; Capacity to Develop. Additionally for leaders: Leadership skills; coaching and staff development; delegation)

- How is the employee progressing on professional growth and development activities?
- How is the employee progressing on established goals? What goals would you like to review or establish to be completed in the upcoming academic year?
- What accomplishments or challenges can be noted? What are recommended solutions?

Updates for Compensation Study

Update on Compensation Project

Sibson Consulting is our partner to conduct the study-

- April 8th- conducted meetings with key division leaders and stakeholder to help understand values/opportunities with Comp practices and philosophy.
- Anticipated end date of study is August 2019.
- Once implementation plan is approved, there will be several forums in which the broad results will be shared.

Desired Outcomes of Compensation Study

1. Assist in development of clearly defined JCU Compensation Philosophy/Statement
2. Conduct the following tasks for two distinct groups:

STAFF	FACULTY
Evaluation of current pay practice	Evaluation of current pay practice
Conduct external market analysis based on reliable survey data	Conduct external market analysis with peer group
Recommend benchmarks and “grade” positions	Review our internal equity
Create new salary structure based on “grades” or “bands”	
Review our internal equity	

3. Make recommendations around implementation.

Questions?