

## **ANR Staff Salary Program 2016/2017**

In April 2016, ANR Vice President Humiston announced [a merit-based salary increase program](#) for policy covered (non-represented) staff employees for the 2016-17 fiscal year. Implementation of this salary program is part of a UC-wide effort to move toward consistent delivery of pay programs that reward individuals for their performance and contribution.

To support the transition to merit-based pay, ANR Human Resources provided [training on staff performance appraisals](#) to all ANR supervisors in April and May. The primary goal of the supervisor training was to improve consistency of performance ratings across the division.

Following are answers to questions regarding staff performance appraisals and the 2016/2017 salary program for policy covered ANR staff. This information applies to ANR staff paid through UC Davis payroll. Processes and timing vary for ANR staff based at the Office of the President or other UC campuses.

### **1. What's different about the performance appraisal process this year?**

First, to promote consistency, we've established division-wide standards for performance ratings. The ANR Performance Standards consist of common descriptions for each job element in the Employee Performance Appraisal (EPAR) form. These definitions should be used as the basis for performance discussions and ratings. Second, we're changing from a 4-point scale to a 5-point scale for performance ratings, with a new top-level rating for "Exceptional Performance". Finally, we've instituted an ANR-wide calibration process to review appraisals and overall ratings for consistency.

### **2. What is the "calibration review" process?**

"Calibration" refers to a process to assess how ANR supervisors rate performance; the goal is greater consistency in how we differentiate between levels of performance. At the end of June 2016, Unit Directors reported overall ratings for their staff to ANR Human Resources. HR collected the written appraisals for staff with a proposed overall rating of "Exceptional", "Does Not Meet" or "Partially Meets Expectations", and reviewed them for consistency. In some cases, we asked supervisors and second-level supervisors for clarification. Also during this time, we confirmed the salary increase amounts for eligible staff based on the performance ratings. This calibration review was completed during the month of July.

### **3. What are the next steps after the calibration review is complete?**

In late July, Human Resources is sending each Unit Director a list of their staff employees showing the performance ratings and salary increase amounts. In August, Directors should direct the supervisors in their units to meet with employees to review their annual performance appraisals and communicate the salary increases. August 31 is the target deadline for performance appraisals to be finalized and signed by the employees.

**4. I'm a new supervisor. What resources are available to help me prepare for having performance discussions with my staff?**

The UC People Management series of eight web-based training modules is an excellent resource. To find the courses in the UC Learning Center, search for "UC People Management" (with quotation marks). The ANR employee and labor relations team is also available to help with coaching and guidance: Robert Martinez (530-752-3467; [ramartinez@ucanr.edu](mailto:ramartinez@ucanr.edu)) and Mary Roberts (530-750-1321; [maroberts@ucanr.edu](mailto:maroberts@ucanr.edu)).

**5. What can I do if I don't agree with a performance appraisal?**

Your supervisor is responsible for providing feedback on your performance, and this includes providing an overall performance rating. It's important that you listen to the feedback you're getting from your supervisor to understand the areas that have been identified for improvement. Ask clarifying questions. It's best to focus on the future, "What could I have done to prevent the problem?" If you have concerns about performance appraisal process, please contact ANR Human Resources: Robert Martinez (530-752-3467; [ramartinez@ucanr.edu](mailto:ramartinez@ucanr.edu)) and Mary Roberts (530-750-1321; [maroberts@ucanr.edu](mailto:maroberts@ucanr.edu)).

**6. What are the eligibility criteria for the 2016/2017 ANR staff salary program?**

The following are the eligibility criteria for the 2016/2017 staff salary program:

- ANR employees paid through UC Davis
- Policy covered (non-represented) staff employees (MSP, PSS)
- Regular/Career status
- Employees in Contract Appointments for at least 6 months as of July 1, 2016
- On active payroll as of the August 2016 pay compute date
- Employees on Leave without Pay, if otherwise eligible, will be eligible for an increase upon return to active pay status.

**7. If the merit pool is 3% does that mean all eligible employees will receive at least that amount?**

In a merit-based salary program, there is variation in salary increase amounts among employees. Some employees may receive more than 3%, and some may receive less than 3%. For ANR employees paid through UC Davis payroll, the merit increase amounts are consistent across performance ratings. For example, all eligible staff with an overall rating of 'Meets Expectations' will receive the same percent salary increase amount.

**8. Are the Career Tracks salary ranges for non-represented staff (PSS and MSP) being adjusted this year?**

Yes, the salary ranges have been adjusted 2 percent upwards effective July 1, 2016. The movement of the salary ranges is separate from the merit-based salary increases and does not affect individual employee pay, unless an employee's base pay remains below the minimum of the range.

**9. When can I expect to see the salary increase in my paycheck?**

	<b>Bi-weekly Paid Employees</b>	<b>Monthly Paid Employees</b>
<b>Effective date</b>	June 19, 2016	July 1, 2016
<b>Salary adjustment first reflected in paycheck</b>	September 7, 2016 (pay period ending August 27)	September 1, 2016 (August pay)
<b>Retroactive salary adjustment included in paycheck</b>	By October 5, 2016	By October 1, 2016

**10. I'm an ANR staff employee in an exclusively-represented bargaining group. Will I receive a salary increase this year?**

Salary programs for represented employees are established by contract with systemwide bargaining units (labor unions). The following table shows the scheduled increases for represented units. The current clerical contract, which expires on November 30, 2016, does not provide for increases in July 2016. The clerical unit (CX) is currently in contract negotiations with the University.

<b>UNIT</b>	<b>EFFECTIVE DATE</b>	<b>SALARY ACTION</b>
Clerical and Allied Services – CX	TBD	Contract under negotiation
Service Unit – SX	July 2016	1 step
Research Professional – RX	October 2016	3% range adjustment
Service Unit – SX	October 2016	3% range adjustment
Technical – TX	October 2016	3% range adjustment

**11. Is the timing of the annual performance appraisal cycle changing next year?**

Yes, the next performance review period will run from July 1, 2016, to March 31, 2017. In future years, the cycle will run from April 1, to March 31. With this change, ANR will be able to process future salary programs on time, without the need to process retroactive adjustments. Our intent is that this new timing would apply to all staff, including union represented staff. In finalizing this year's performance appraisals, supervisors and employees should set future goals based on a nine-month review period (July 1 – March 31).

**12. Where can I send my ideas on how this process could be improved in the future?**

Write to John Fox, Executive Director, ANR Human Resources ([jsafox@ucanr.edu](mailto:jsafox@ucanr.edu)).