

March 14, 2006

To: Vice Presidents, Provosts, Deans, Directors, and Department Chairs

From: Sandra L. Russell  
Associate Vice President for Human Resources

Subject: Administrative/Professional/Supervisory and Confidential  
Pay-for-Performance Program Guidelines for FY 2006-2007

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Attached are the detailed guidelines for implementing the FY 2006-07 salary program for Administrative/Professional/Supervisory (A/P/S) and Confidential staff. Because of the significant and extremely competitive investment in the 7.6% pool for permanent salary increases, this year's program does not include a separate bonus pool. However, because bonus payments are an important way of rewarding exceptional achievement, managers will have the flexibility of using up to 15% of their permanent pool for one-time bonuses. This program again clearly reflects our ongoing commitment to a performance-based program that promotes and rewards excellence among our A/P/S staff.

Salary increases of 2% to 9% will be awarded to those eligible employees meeting standards based on each individual's performance. For those departments that choose to award a bonus from their allocation pool, it must be between 2% and 5% of the employee's salary. The program will be implemented in two phases. One half of the increase that each employee receives will be applied effective July 1<sup>st</sup> with the remaining half effective on January 1, 2007. In addition, the minimum and maximum of each grade will increase by 2.5% effective July 1<sup>st</sup> and by an additional 2.5% on January 1<sup>st</sup>, both based on the salary structures in place on January 1, 2006.

Allocations for the units will be distributed to the appropriate vice presidents and provosts by March 17<sup>th</sup>. The university is committed to implementing this Pay-for-Performance program and the comparable contractual increases for other employees. However, as has been widely reported, the state faces severe budget problems that may affect our state funding. Therefore it is possible that new resources will not increase enough to fully cover the cost of these salary enhancement programs.

The attached guidelines contain a process schedule and the dates that the salary program will be implemented. University Human Resources (UHR) will be holding information sessions over the next few weeks for unit facilitators in your areas to review program changes and to address any questions. Workshops will be held for supervisors who would like more assistance with developing key tasks and priorities and establishing appropriate performance standards. In addition, sessions will be held to introduce new A/P/S employees to the overall concepts of the Pay-for-Performance Program. Details on the workshops are available at <http://uhr.rutgers.edu/profdev/calendar.asp>.

Please feel free to contact Sonia Robell at (732) 932-3020, ext. 4080 or [Robell@hr.rutgers.edu](mailto:Robell@hr.rutgers.edu) with any questions about these guidelines or the performance education programs that will be available.

c. Karen Kavanagh

Attachments

Distribution: A0, A1, A2, F1