

October 24, 2006

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

From: Sandra L. Russell
Associate Vice President

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

The Pay-for-Performance Program will be implemented in its entirety as originally announced this past spring. The decision has been made to move forward with P4P in order to maintain parity with the salary programs implemented for other employee groups and to again express our commitment to a performance-based program that promotes and rewards excellence among our A/P/S staff.

As you know, eligible A/P/S employees who met standards were awarded a 2% salary increase last month which was retroactive to July 1, 2006. You will now have the opportunity to allocate the full pool previously announced, which was based on a universitywide salary package of 7.6% of the A/P/S salary base. Funding for each unit simply reflects the number of eligible employees and the salary base of that group before the 2% salary increase given on September 22nd.

Salary increases of 2% to 9% may be awarded to those eligible employees meeting standards based on each individual's performance. The total salary percentage you award each employee should include the 2% increase that was given on September 22nd. At implementation, we will adjust for the 2% employees have already received.

Because the 7.6% pool for permanent salary increases represents a significant investment, this year's program does not include a separate bonus pool. However, since bonus payments are an important means of rewarding exceptional achievement, managers have the flexibility to use up to 15% of their allocated pool for one-time bonuses. For those units that choose to award bonuses from their allocation pool, the bonus amount must be between 2% and 5% of the employee's salary.

The program will be implemented in two phases. The first half of the salary increase amount is retroactive to July 1, 2006, and will include the 2% already awarded. The remaining half will be effective January 1, 2007. The minimums and maximums of the A/P/S salary scales were increased by 2% effective July 1, 2006, and will increase by an additional 3% on January 1st based on the salary structures in place on January 1, 2006.

Attached is the revised schedule for this year's program. In order to meet our implementation schedule, system entry of all awards must be completed and approved no later than December 1, 2006. The program guidelines and instructions are available on the Human Resources web site at <http://uhr.rutgers.edu/comp/P4PDD.htm>. Please contact Sonia Robell at 732/932-3020, ext. 4080 or robell@hr.rutgers.edu with any questions.

cc. Jeffrey Apfel

Attachment

Distribution: A0, A1, A2, F1