

## Division of Student Life Flexible Pay Plan - 2013

**Purpose:** To provide a means to reward extraordinary performance by non-organized Professional and Scientific (P&S) staff through flexibility in compensation. The program provides two types of flexible compensation awards: (1) Exceptional Performance Awards and (2) SPOT Performance Awards. Flexible pay will not be used as a substitute for providing ongoing base adjustments that assure equitable and competitive salaries.

### **Award Criteria:**

- In general, departments will be responsible for funding flexible pay awards; special considered for limited funding will be considered by the Office of the Vice President for Student Life.
- All regular, non-organized P&S employees are eligible for flex pay if they meet established criteria
- Employees must have an appointment of 50% or greater
- Flexible pay may be awarded for exceptional performance that may include, but not limited to a variety of outcomes and behaviors that demonstrate extraordinary competence and resourcefulness by individuals or teams toward enhanced quality, centrality, value or continuous quality enhancement toward fulfilling the mission of the organization and or University, e.g. expanded scope of duties, completion of a major project, extraordinary performance, development of significant new initiatives, cost savings and/or revenue generation.
- An employee must have been employed at the University of Iowa in a regular position for a minimum of six months to be eligible for flexible pay.
- An employee must have a current (within the past 12 months) Commendable or Distinguished performance evaluation on file to be eligible for an Exceptional Performance Award. A Commendable or Distinguished performance evaluation (within the past 12 months) is not required for SPOT Performance Awards.
- An employee must have received at least the average July 1<sup>st</sup> salary increase for the Division to be eligible for an Exceptional Performance Award, unless prior agreement has been reached with the Director, UI Compensation and Classification that the employee must have received at least the Department average July 1<sup>st</sup> salary increase instead of the Division average. If an employee did not receive the average salary increase for Division due to their current market position, the Division may ask for consideration from the Director, UI Compensation. An employee is not required to have received at least the average July 1 salary increase for the Division to be eligible for a SPOT Performance Award.
- Flexible pay will be awarded in the form of a lump sum payment that is not added to the base salary.
- Flexible pay SPOT awards can be awarded at any time during the year; Exceptional Performance Awards will be awarded during prescribed times.
- Flexible pay awards must be supervisor initiated or by a peer who has direct knowledge of the employee contribution/performance.

- The supervisor will receive a copy of the nomination form which includes approval or denial action.
- Awards will only be approved with DEO endorsement.
- Only cash awards will be allowed for SPOT awards.
- An employee may receive Exceptional Performance Awards a maximum of two times during the fiscal year. An employee may receive no more than four SPOT Performance Awards (\$75 or less) in one fiscal year. Multiple SPOT Performance Awards to the same employee must be submitted at least 30 working days apart.
- There may be some restrictions on funding sources that can be used for this award program.

(1) Exceptional Performance Award:

- An eligible employee may receive up to 10% of their salary in flexible pay per fiscal year. If the recommended amount for any single award is over \$5,000 the recommendation must be reviewed and approved by University Compensation and Classification. If a second recommendation for the same employee is received in the same fiscal year, and the cumulative amount is over \$5000, it must be reviewed and approved by University Compensation and Classification with appropriate endorsement from the Vice President for Student Life.
- These awards will be made at determined intervals.
- No more than 10% of a College or Division's non-organized Professional & Scientific staff will be eligible to receive an Exceptional Performance Award in a given fiscal year.
- This award acknowledges the extraordinary competence and resourcefulness made by an individual staff member or team toward fulfilling the mission of the department and/or the University. Professionalism, commitment to best practices, high standards of excellence, efficiency, cost savings, creativity, innovation that contribute to the quality, centrality, value of the mission of the organization or department. Improvements that enhance the service to customers/students/clients are at the heart of this award.

Additionally, this award recognizes the efforts of an individual or team that has sustained exceptional performance to reach an established goal or specific performance target that was above and beyond the daily responsibilities of the job. Criteria used to evaluate such achievement must be measurable in quantitative or qualitative terms and tied directly to the mission or strategic plan of the unit and department. Three general categories are considered for this award:

Category I – commercial enterprises for increased revenue, decreased operating expenses, building and/or preserving reserves; initiation, sustaining and stewardship of development activities and outcomes

Category II – auxiliary services for extraordinary programs and/or services that generate traffic, attendance and/or participation in revenue producing enterprises.

Category III – transformational organizational development or innovation that advance service, student learning, managerial or administrative/financial operations of a program or services.

The justification for each proposed award must contain a description of the outcome/service that was achieved or accomplished. Specific quantitative or qualitative evidence of the outcome/service and the organizational impact that distinguishes the performance in terms of quality, centrality, value and continuous quality improvement of the organization.

- (2) SPOT Performance Awards - A “Special Art or Service” award for a one-time contribution or short term assignment well done. This award is for employees who “go the extra mile” or who perform “above and beyond the call of duty”. This award recognizes individual achievement that has exceeded standard expectations and should be provided shortly after the performance to be recognized. This award recognizes a staff member’s exhibited commitment to service and to serving the university.

Spot Awards are cash only and may be requested in an amount up to \$75. An employee may receive no more than four SPOT Performance Awards (\$75 or less) in one fiscal year and multiple SPOT Awards to the same employee must be at least 30 working days apart. SPOT awards are taxable to the employee.

**Procedure:**

Supervisors/peer should complete the appropriate nomination form and forward through regular administrative channels to the Office of the Vice President for Student Life.

A copy of the processed form will be returned to the department head and the supervisor indicating the decision. Payment will be coordinated by the Senior HR representative.

**Division of Student Life**  
**FLEXIBLE PAY AWARDS NOMINATION FORM**  
**EXCEPTIONAL PERFORMANCE AWARD**

- In general, departments are responsible for funding of awards; special requests for funding will be considered on a limited basis by the Vice President.
- Percent of staff appointment must be 50% or greater.
- Eligible staff must be non-organized P&S.
- Staff member must have a current Commendable or Distinguished Performance Appraisal on file.
- Staff member must have a minimum of six months employment in a budgeted position within The University of Iowa and received at least the average July 1 increase for the Division of Student Life.
- Flexible pay is a lump sum bonus and not included in the base salary.
- Flexible pay is subject to taxes.
- Division Flex Pay Guidelines have been reviewed prior to submittal of this award nomination.

Employee Name: \_\_\_\_\_ Employee ID # \_\_\_\_\_

Classification: \_\_\_\_\_ Department \_\_\_\_\_

Funding Source MFK: \_\_\_\_\_

\$ Amount Requested \_\_\_\_\_ of Base Salary \_\_\_\_\_ (Maximum to 10% of base salary)

Has employee received flex pay award this fiscal year? Yes \_\_\_ No \_\_\_ Maximum of 2 per fiscal year.

If yes, date of previous award \_\_\_\_\_ Amount of previous award \_\_\_\_\_

Describe accomplishment/achievement and Category for which you are nominating and attach a maximum of two page memo of justification must include: 1) justification for recognition; 2) resulting outcome/behavior; 2)evidence of accomplishment; 3) impact of accomplishment on organization and 4) justification of amount requested.

Category I \_\_\_ Category II \_\_\_\_\_ Category III \_\_\_

The date of this employee's last performance evaluation was \_\_\_\_\_ and job performance was Commendable or Distinguished.

The July 1<sup>st</sup> Division average salary increase was 2% this employee received a \_\_\_% salary increase. If less than the Division average salary increase %, please provide rationale.\*

\_\_\_\_\_  
Signature of Nominator Date \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_

Signature of Supervisor

\_\_\_\_\_  
Approval of Department Head  Yes  No\* \_\_\_\_\_ Date \_\_\_\_\_  
Reason

\_\_\_\_\_  
Approval of Vice President  Yes  No\* \_\_\_\_\_ Date \_\_\_\_\_  
Reason

*\*If no, provide rationale and attach to this nomination form.*  
Forward form to Office of Vice President for Student Life, 249 IMU

**DIVISION OF STUDENT LIFE  
FLEXIBLE PAY AWARDS NOMINATION FORM  
SPOT PERFORMANCE AWARD**

- In general, Departments are responsible for funding of awards. Special requests for limited funding will be considered by the Vice President.
- Percent of staff appointment must be 50% or greater.
- Eligible staff must be non-organized P&S.
- Staff member must have a minimum of one year employment in a budgeted position within The University of Iowa and received at least the average July 1 increase for the Division of Student Life.\*
- Flexible pay is a lump sum taxable payment and not included in the base salary.
- Division Flex Pay Guidelines have been reviewed prior to submittal of this award nomination

Employee Name: \_\_\_\_\_ Employee ID # \_\_\_\_\_

Classification: \_\_\_\_\_

Department \_\_\_\_\_

Funding Source MFK \_\_\_\_\_

\$ Amount Requested \_\_\_\_\_ (Not to exceed net of \$75.00)

Does department agree to pay tax Yes \_\_\_\_\_ No \_\_\_\_\_

Has employee received flex pay award this fiscal year? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, date of previous award \_\_\_\_\_ (Maximum of 4 per year, must be 30 days apart.)

The July 1st Division average salary increase was 2% this employee received a \_\_\_\_% salary increase. If less than the Division average salary increase %, please provide rationale.\*

Describe accomplishment/achievement; Justification must address: quality, centrality, value related to mission of department and/or university (attach no more than one typed page)

\_\_\_\_\_  
Signature of Nominator Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor Date \_\_\_\_\_

\_\_\_\_\_  
Approval of Department Head  Yes  No\* \_\_\_\_\_ Date \_\_\_\_\_  
Reason

\_\_\_\_\_  
Approval of Vice President  Yes  No\* \_\_\_\_\_ Date \_\_\_\_\_  
Reason

\* If no, indicate Reason; attached documentation to this nomination form Forward form to Office of the Vice President for Student Life, 249 IMU