**2018 M&P Performance-Based Merit Program for Management & Professional, Non-Union Technicians, Executive Administrative Staff & Farm Workers**

**IMPLEMENTATION PROCESS**

**Step 1: HR Provides Spreadsheet to Department Administrators**

* HR sends a spreadsheet through UBC Workspace, with the list of employees who are eligible for the 2018 Performance-based merit pay program (see Eligibility Criteria in the memo to Deans, Directors, Department Heads and Administrators).

**Step 2: Department Administrators Complete Performance Evaluations.**

* Complete the performance evaluations for your staff.
* The Merit process is a requirement and not a matter of optional participation.
* If your employees have joint appointments with another department, it is important to have consultation across departments to ensure there is a common understanding of performance criteria and a consistent framework is used to evaluate performance.
* It is important that managers communicate with staff who are eligible for merit increase the % merit they will receive.
* To avoid any misunderstandings, please do not share with your employees the % merit increase they will receive until you have reviewed your department’s overall merit increase.

**Step 3: Department Administrators Complete Spreadsheet.**

* Fill in the spreadsheet with the employee’s performance rating, the Merit pay information (both percentage and dollars) and the effective date of the changes.
* If you are planning to use another method (not salary increases) to reward your staff, this information needs to be recorded in the Comments column in the spreadsheet.
* If your department has used July 1 as the implementation date in previous years, please continue to do so.
* If you have used the anniversary date of the employee or departmental business year, please continue to do so.

**Step 4: Forward Completed Spreadsheet to HR and Staff Appointment Forms to Payroll.**

* Return the completed spreadsheet to HR (Attention: Dina Wang, Compensation Associate) before you submit the Staff Appointment Forms/ePAF to Payroll.
* Since the plan is to reward staff for meritorious performance, and not to give across-the-board increases, it is to be expected that a variety of ratings will be represented on the spreadsheet with a departmental average of approximately 2%.
* Forward SAFs/ePAFs to your Payroll Service Representative **by October 15, 2018** to implement pay changes.
* Use the Staff Honoraria Form located at <http://www.hr.ubc.ca/compensation/salary-administration/honoraria/> for one-time bonuses. The signature of the Vice President or Deputy Vice Chancellor is required.
* You may elect to reward your staff in ways other than pay increase such as additional time off or career development opportunities such as courses, coaching or conferences.

**Rating scale and pay ranges:**

*Rating scale Pay ranges*

Meets job requirements 0%

Demonstrates above average performance up to 1%

Demonstrates excellent performance over 1% and up to 2%

Demonstrates extraordinary performance over 2% and up to 3%

The program is designed to reward meritorious performance; staff who meet their job requirements are therefore not eligible for an increase. It is expected that a normal distribution across the various performance levels would occur, and that staff who have demonstrated extraordinary performance would typically receive a higher percentage increase than those who demonstrate above average performance.