General Overview of Special Compensation Adjustment – Performance Awards

October 2015

APT Performance Awards Program

- A discretionary award to an employee in recognition of performance that consistently EXCEEDS performance expectations.
- Award is based on work performed and projects/assignments completed during the standard evaluation period.
- Annual Consideration
- Awards of - 2%, 4%, 6% or 8% (subject to change)

Performance Award

- Lump sum cash bonus (no increase to base salary)
- Subject to availability of funding (program pays) and appropriate approval
- See Administrative Procedure A9.170 Performance Evaluation of APT Personnel for additional information

Who May be Nominated?

- Employee rated overall “exceptional”
- Employee in position for at least 6 months (as of 10/31/15)
- Employee in position on 10/31/15
- Program funding is available
How do I Determine an Appropriate Award Amount?

- Performance Award Benchmarks are available on the OHR web site and SCA system
  - Illustrative examples are for ease of reference and to be used as convenient guides only

Flow Chart – Routing of Nomination

Nominations

- Nominations center on employee’s accomplishments during the current evaluation period
- Awards are based solely on information provided in the nomination
- No additional information is requested from supervisor, program, etc.

Nominations (Cont.)

- Two (2) required fields in SCA System
  - Provide examples of Exceptional Performance
  - Describe Impact/Benefits of Accomplishments
- Two (2) optional fields in SCA System
  - Period project/task assigned
  - Any Other Relevant Factors
- Narrative text box with unlimited characters
- Supervisor may provide up to five (5) examples of exceptional performance
Nomination Requirement
• Specific Examples of Exceptional Performance
  – Accomplishments
  – Employee’s role and responsibilities
  – Outstanding service, attitude or effort
  – Improvement in quality of work
  – Increase in quantity of work

Nomination Requirement (Cont.)
• Impact/Benefits of Accomplishments
  – Significant cost savings
  – Level of efficiency
  – High visibility
  – Revenue producing

Optional Information
• Start and end dates of assigned projects/tasks
• Other relevant factors
  – Short-staffed
  – Emergency work
  – Paid overtime
  – On temporary assignment

Appropriate Nominations
• Major project completed
• Major accomplishment
• Due to staffing shortage, employee took on new function on a temporary basis and excelled
Inappropriate Nominations
• Performance of additional/more complex work and compensated
• New function added to work – IGA?
• Project outside of evaluation period
• Previous recognition of same project

Inappropriate Nominations (Cont.)
• Participated in training to learn new system
• Brief, general description
• No explanation/description of how employee exceeded expectations - went above and beyond

Submitting a Nomination
Instructions for Supervisors

To nominate an eligible employee:
1) Log on to the Special Compensation System – https://www.pers.hawaii.edu/hrin/sca/
2) Click on blue text that reads Nominate...
3) Click on button marked “SCA-Nom” for the employee you wish to nominate

Submitting a Nomination Instructions for Supervisors (Cont.)

4) Indicate Percentage of Performance Award and click “Next Page” to save
5) Indicate justification for nomination in text box; click “Next Page” to save
6) Certify accuracy of nomination and certification statement by checking the box and clicking submit.
Return Without Action Option
• Option available only to HR Specialist during nomination period
• Nominations may be returned to supervisor for additional supporting justification
• Supervisor must resubmit nomination by the SCA nomination deadline in order for consideration

SCA Appeals
• Written appeals may be filed for significant procedural violation in the SCA process
• Deadline – ten (10) calendar days from the date of notification
• Appeals are filed with the respective Chancellor or Vice President

Tracking an SCA Nomination
Instructions for Reviewing Parties
After taking action in the SCA System, you may track the progress of a SCA nomination by proceeding with the following steps:
1) Log on to the Special Compensation System
   https://www.pers.hawaii.edu/hrin/sca/
2) Click on blue text that reads View...
3) Click on button marked “View Progress” for the record that you wish to view
4) Click button marked “Back to Position List” to return to position listing

Supervisor’s Responsibilities
Supervisor’s Responsibilities

• Create expectations (if not already completed)
• Discuss past performance with subordinate and issue a rating based on performance
• Complete and certify the evaluation in the online system

Supervisor’s Responsibilities (Cont.)

• If program funds are available, consider nominating eligible subordinates for a performance award
• Review accomplishments for the past year. Based on performance award benchmarks, determine an appropriate award amount to recommend.

Supervisor’s Responsibilities (Cont.)

• Log on to the Special Compensation system and nominate subordinate by deadline; provide supporting rationale to justify nomination.
• Please be reminded that no additional information will be requested from supervisor, Dean/Director, or program at the approving authority review level. The nomination will be evaluated “as is.”
• Should HR Specialist return nomination back to supervisor for additional supporting rationale, the nomination must be resubmitted by deadline in order to be considered.

Important Notes

• Rating should reflect actual performance
• Rating other than overall “Exceptional” will deem the employee ineligible for a performance award
• Only APT personnel with overall “Exceptional” performance rating will be on the position list in the SCA system for supervisors to consider nominating
Important Notes (Cont.)

• Performance Awards are based on work accomplished during the specific evaluation period (November 1, 2014 - October 31, 2015)

• Employees may not be recognized annually for continuous work on the same project (unless major new enhancements have taken place)

• Work reflective of an IGA may not be considered year after year as a performance award

Ask Yourself . . .

• If unable to complete evaluation in Performance Evaluation System, ask yourself:
  – Did I create/certify expectations?
  – Is employee one of my subordinates in the system?
  – Am I clicking the right option to evaluate?

Ask Yourself . . . (Cont.)

• If unable to nominate subordinate because name does not show up in SCA system, ask yourself:
  – Did I complete the on-line evaluation?
  – Did I rate the employee overall exceptional?
  – Is employee one of my subordinates in the system?

Additional Resources

Please contact your HR representative for assistance. Your HR representative may contact the Office of Human Resources for follow-up:

E-mail: uh-broadband-l@lists.hawaii.edu
Phone: 956-8643
Website Address: http://www.hawaii.edu/ohr/