

## Pay for Exceptional Performance

### Frequently Asked Questions

#### **FUNDING AND DISTRIBUTION**

1. Where will the money come from to cover PFEP costs for employees paid from grant or other non-appropriated accounts?

**The PFEP award is available to all eligible employees, notwithstanding funding streams. As with appropriated funds which must cover costs of PFEP awards for employees covered under appropriated accounts, employees covered under a grant or other non-appropriated account must cover the PFEP costs.**

2. In determining the 1% of personnel services dollars for non-appropriated accounts, are student salaries and other non-eligible employee salaries pulled out of the personnel services budget first?

**Yes. The calculation of the 1% will only include the appropriated personnel services dollars for eligible civil service and COAP employees.**

3. How is the money going to be distributed to departments? Will departments know ahead of time how much money they will have to work with?

**Funding for PFEP will be determined at the beginning of the fiscal year (after the appropriation of funds by the Illinois legislature). 1% of appropriated personnel services dollars for eligible civil service and COAP employees will be set aside. Vice Presidents will be made aware of the funding amount as soon as practical. Non-appropriated accounts are responsible for their PFEP costs.**

4. Does all money set aside for a particular department have to be used? If not, what happens to the remaining money?

**No, award amounts are based on the goal achieved. Unused funds will revert to the source account.**

5. How will PFEP awards be distributed? Will they be in lump sum or added to the base?

**PFEP awards will be added to the employee's base salary.**

<b>Example:</b>	<b>Salary as of June 30</b>	<b>\$30,000</b>	
	<b>Across-the-Board increase (3.5%)</b>	<b>\$1,050</b>	
	<b>Salary with Across-the-Board increase (Salary as of July 1)</b>	<b>\$31,050</b>	
	<b>PFEP Award</b>	<b>\$800</b>	
	<b>Salary with PFEP Award</b>	<b>\$31,850</b>	
	<b>Total percentage increase in salary with PFEP award and Across-the-Board increases</b>		<b>6.2%</b>

**PFEP award recipients will receive their PFEP award monies each pay period over the course of the following fiscal year.**

6. How will all of the budget issues be worked out? There are people that work in the same office that may be paid out of a different budget, could this cause a problem? For instance a chief clerk is paid out of the Student Fees budget and others in the office are paid out of appropriated funds, will the person paid out of the Student Fees budget be at a disadvantage?

**Once the budget has been determined, PFEP costs will be handled as other budgeted salary costs are handled. Eligibility for a PFEP award is not based on individual employee funding streams but rather completion of outlined goals and objectives, exemplary job performance or identified competencies.**

7. In years when equity increases are calculated, will PFEP awards be deducted from the base salaries prior to equity determinations, so as not to penalize PFEP recipients? For instance, if an employee decides not to participate in the PFEP program and another employee decides to participate and receives an award, if pay equity is applied, the employee who decided not to participate may have a greater equity increase than the employee who participated and received an award unless the employee who received the award has their salary adjusted back to their previous amount.

**In order to apply equity consistently, the PFEP award will be deducted from the employee's salary prior to any determination of equity. Once the determination is made, the PFEP award will be added back to the employee's salary.**

### **ELIGIBILITY AND PARTICIPATION**

8. Are chairs eligible to participate?

**No, Academic Department Chairs are not eligible to participate in the Pay for Exceptional Performance Program. They are eligible for Administrative Achievement Awards.**

9. Is it up to the employee to approach the supervisor if they want to participate in PFEP?

**Since the PFEP program uses a collaborative approach, either the supervisor or employee may approach the other. However, the supervisor should verify whether or not the employee intends to participate in PFEP.**

10. What if an employee does not want to participate in PFEP?

**If an employee does not want to participate in the PFEP program, the employee should write "Do not wish to participate" on the PFEP Objectives sheet (page 9 of the guide) and both the employee and supervisor should sign and date the form. The supervisor should keep the signed original on file for future reference and supply the employee with a copy.**

11. What if I retire before the end of the fiscal year? Do I still receive my PFEP award?

**No. If an employee retires prior to the end of a fiscal year in which he/she is being paid for exceptional performance, he/she will only receive the portion of the award for which he/she actually receives a paycheck.**

12. What if someone is on leave (unpaid) when awards are given? Will it be added to their pay when they go back in pay status?

**Awards are given based on completed goals and objectives, exemplary job performance or competencies. If the employee was successful in completing their specified award criteria, the employee should receive the award.**

13. Do we know how many people will get PFEP awards?

**No. We do not know how many employees will receive awards.**

14. Can you receive PFEP every year?

**Employees are eligible to receive PFEP awards each year.**

15. If PFEP is offered sporadically, can past years be reviewed to determine PFEP increase? (e.g. Employee A developed a safety plan which resulted in significant cost savings to the department; however, PFEP was not available in that year, but is available the following year. Can exemplary performance from a previous year in which PFEP was not available be considered?)

**The institution will review possible equitable solutions if/when there is a year or years in which PFEP is not available.**

### **OVERSIGHT**

16. Who will oversee the program to make sure it is being carried out correctly?

**The program will be monitored annually. A formal review will be conducted after year two. The President and Vice Presidents will have oversight of the program.**

17. Is there any accountability for those supervisors who will take the easy way out and apply PFEP equally across the board?

**Yes. The Vice President's and President will monitor this closely. It is unacceptable to apply PFEP as an across the board increase.**

18. There was concern over maintaining the integrity of the program. Will the goals and objectives be reviewed by anyone outside the department?

**We believe the supervisor and employee are best able to determine what goals and objectives will meet exceptional performance objectives for a particular position and individual; however, if the supervisor and/or employee would like an outside review, they can contact the HR Office.**

## **GENERAL**

19. Will PFEP awards be publicized?

**No. We will not publicize PFEP awards; however, the salaries of state employees are publicly available and will reflect all increments.**

20. If an employee goes to an interview in another department, will that department know that this employee did or did not receive a PFEP award?

**The Human Resources Office will not provide information regarding PFEP awards to hiring departments. If an employee wants this information to be shared it's up to him/her to do so.**

21. Do goals and objectives need to be established keeping the person's job description in mind?

**Yes. Employees and supervisors should review the job description to ensure the overall position description and goals and objectives are within the scope of the job description.**

22. Will departments be asked to rewrite job descriptions?

**No. The job description is a useful tool in assisting in developing the PFEP goals and objectives, performance expectations or competency.**

23. Will there be official notification given regarding the start of the PFEP program?

**Yes.**