

FY2017 Non-Represented Salary Program

Administration and Finance

What is Berkeley's plan?

Overall, the plan for FY2017 is similar to the FY2016 program. A 3% overall control figure will be funded by units. Two-thirds of these funds are designated for merit-based increases and one-third of the funds for internal equity based increases. As was the case last year, the Vice Chancellor will reduce the target amounts for each VCAF division to create a separate pool for his immediate reports. **Units may not spend over their total adjusted annual caps.**

Merit increases will be effective 7/1/16 unless deferred for reasons explained below. Equity adjustments are effective 11/1/16.

What's new this year?

There are a couple of notable changes to the plan this year to emphasize the importance of completion of performance reviews and mandatory [sexual harassment and sexual violence \(SHSV\) prevention training](#). For those experiencing technical issues in completing this training, [please consult our FAQ page online](#).

1. Merit increases for PPSM Supervisors and Managers are contingent on:
 - (a) Completion of written performance reviews for all subordinate non-represented staff in their unit by 8/15/16, confirmed by the Office of the Vice Chancellor.
 - (b) Completion of mandatory SHSV prevention training by all subordinate staff (non-represented and represented) in their unit, confirmed by the Office of the Vice Chancellor. Managers will be provided reports to check the completion progress of all employees in their unit. Supervisors can check the status of their direct reports by accessing [the Compliance Training webpage](#).
2. Merit increases for individual contributors (non-manager/supervisor staff) are contingent on completion of mandatory SHSV prevention training.
3. Merit increases that are delayed (due to non-completion of any of the above) will not be retroactive and will be effective the 1st of the month following completion of the required training and/or performance reviews.
4. Final date for submission of merit decisions for VCAF (and completion of the above) is 8/15/16.

When will recipients see the increases in their paycheck?

Assuming mandatory training is completed, staff will see the merit increase retroactively effective 7/1/16 in their paycheck for October (received 11/1/16 if paid monthly and 10/19/16 if

paid biweekly). Retroactive checks will be received 11/1/16 for those paid monthly and 11/16/16 for those paid biweekly.

Equity increases will be effective 11/1/16 and will be reflected in their paycheck for November (received 12/1/16 if paid monthly and 11/16/16 if paid biweekly).

One-time performance-based bonuses

Staff Appreciation and Recognition Program (STAR) one-time Achievement Award bonuses may be considered for exceptional performance on stretch goals. In FY17, \$2 million in central funding will be allocated to campus units for use on [Spot and Achievement Awards](#). STAR allocations will be distributed to VCAF divisions in late summer or early fall.

Where can I get more information?

The [guidelines](#) provide information about eligibility criteria for both merit and equity increases. Please note that the VCAF deadline for submission of merit decisions is slightly earlier than the campus deadline. [FAQ's about this year's program](#) are also available online.

Reminder - Performance Ratings

As in past years, the expectation is that no more than 15% of the staff in each unit will be rated at the highest level, 5 – exceptional. This is a rating level that is reached only on completion of a major contribution. [Clarification on ratings](#) is available at the Human Resources website.

Constructive feedback is increasingly important throughout the year but especially in the annual review. Performance Reviews that are not completed on time default to a satisfactory rating.

A New Option for Preparing Evaluations

New for FY16 non-represented staff reviews is the [Online Performance Planning & Review Webform](#).

What are the advantages of the online version?

- You get a cloud-based version that you can save, edit, and store for future use.
- It's shareable, much like Google Docs, minimizing or avoiding completely the need to print copies.
- It's secure, protected by your Cal ID, giving the supervisor ultimate document control.
- It provides a personalized dashboard where both the supervisor and a second level approver can view the completion status of the reviews.
- It frees up your time for the important part of the process... giving feedback that helps develop your staff.

Paper is still an option.

[Performance Planning & Review form](#). (This is 2015's downloadable paper form.)