

**ADELPHI UNIVERSITY
SALARY ADMINISTRATION & PERFORMANCE MANAGEMENT PROGRAM
FOR Full-time and Part-time NON-UNION EMPLOYEES**

Section I should be an interactive process with the Manager.

1. Set annual deliverables and identify measure of strong performance
2. Identify skills gaps and development needs
3. Discuss and establish pathways to desired professional growth

Section I steps are:

1. Employee and Manager discuss the year's goals and performance expectations
2. Employee uses eCampus to access the Performance Management tool
3. Employee completes Section I deliverable and skill development options, as previously discussed, and submits to the Manager
4. Manager reviews and finalizes Section I

Section II - Coaching and Feedback - manager provides coaching and feedback on progress throughout the year in the tool

Section III - Performance Review - employee writes a self review based on established deliverables and whether they were achieved and if not why and the manager edits, comments and assigns a final rating. Section III typically opens in May.

Funds designated for salary increases will vary from year to year based upon the financial performance of the University. Therefore, when such funds are available, the guidelines for distributing increases may also vary. The amount of the increase for which an employee may be eligible is normally determined by the performance appraisal rating of the employee and the position of the employee's salary in the salary range for the employee's job. The higher the rating and the lower the salary is in the range, the higher the increase normally will be for which the employee is eligible. For example, an employee rated Exceptional whose salary is at the minimum of the range (low minimum in the salary range) will be eligible for a higher percentage increase than an employee with the same rating whose salary is near the midpoint (between the 30th percentile and midpoint) of the range. Being eligible for an increase does not guarantee that an increase will be given or that an increase will be given at a particular percent or amount.

The Executive Leadership will determine the amount of funds available to employees for compensation adjustments, based on the budget. Employees will be advised during August of each year whether or not they will receive an increase. If it is determined an increase will be given, it typically becomes effective September 1st. To be eligible for a September 1 increase, employees must have been hired prior to April 1 and be active. Employees not actively at work effective September 1, will receive the applicable increase when they return to work.