

# **MANAGERIAL EMPLOYEE EVALUATION PERFORMANCE-BASED COMPENSATION PLAN**

## **POLICY**

The Kean University Performance-based Compensation Plan shall be applicable to all its managerial employees that were appointed to a managerial job title prior to January 1<sup>st</sup> of the calendar year in which the evaluation is being conducted. (The President is evaluated under separate procedures by the Board of Trustees).

The Office of Human Resources must receive all completed evaluation documentation by the deadline published in the Review and Notification Timetable in order to process any recommendation for managerial salary increases, if funded.

### **Recommendation for Increase**

Each manager's performance will be thoroughly evaluated and the immediate supervisor must select one of the following recommendations:

a. **Salary Increase Recommended (3 or higher)**

When selecting this rating, areas that need development must be identified. A development plan must be included with the evaluation to address the competency areas. List and number these areas separately and outline strategies to enhance performance in each corresponding area.

b. **No Salary Increase Recommended (2 or lower)**

When selecting this rating, areas that need improvement must be identified. A performance improvement plan must be included with the evaluation to address the areas that need improvement. List and number these areas separately and outline strategies to improve performance in each corresponding area.

Salary increase recommendations/non-recommendations, if funded, shall be made by the managerial employee's supervisor and by the Department Director/Dean (if applicable) to the Divisional Vice President and will be based upon the performance criteria (refer to Criteria listed above). The salary increase recommendation/non-recommendation will be based on an overall assessment of the employee's performance.

The President renders the final determination on a salary increase.

**Salary increases are contingent upon the funding available to support the *Performance-Based Compensation Plan for Managerial Employees*.**

## **PROCEDURES**

In accordance with the *Review and Notification Timetable*, content for the *Performance-Based Compensation Plan for Managerial Employees* shall be completed by each managerial employee's supervisor, and shall include:

- a. A meeting between the managerial employee and their immediate supervisor to review performance assessment criteria and discuss the employee's ratings in each category.
- b. The Managerial Performance Evaluation, pages 6-8 of the Evaluation Packet.
- c. The completed *Development Plan* form on page 9 of the Evaluation Packet OR the completed *Performance Improvement Plan* form on page 10 of the Evaluation Packet.
- d. Review and recommendation by the appropriate Department Director/Dean (if applicable).
- e. Review and recommendation by the appropriate Divisional Vice President.
- f. Review and final determination by the University President.

## **DEVELOPMENT PLAN**

The Development Plan is required for managers who receive a *Satisfactory* or *Needs Development* rating and is located on page 9 of the evaluation packet. The purpose of a Development Plan is to assist employees with development opportunities to reach their short- and long-term goals at work. The Development Plan is a continuous learning tool to enhance the employee's performance.

## **PERFORMANCE IMPROVEMENT PLAN**

A performance improvement plan must be implemented for managers who receive a *Needs Improvement* or *Fails to Achieve Expectations* rating. The performance improvement plan must be in writing and is located on page 10 of the evaluation packet. The supervisor and the employee must both sign the performance improvement plan. A copy must be provided to the employee and to Human Resources.