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| DIVISION II College Employees | POLICY NUMBER 2.01.20 |
| CATEGORY 2.01.20 Pay for Performance Non-Union Exempt and Non-Exempt Employees | DATE 5/5/2021 |

2.01.20

Pay for Performance Non-Union Exempt and Non-Exempt Employees

The JJC Pay for Performance program for eligible non-union staff employees provides an individual merit-based program and institutional performance goal achievement plan to further encourage employees to achieve the College’s key strategic and operational mission, vision and goals.

Employees with a performance rating of “needs improvement” or lower are not eligible for a salary increase or pay for performance in the following fiscal year from which they received such rating. Employees who are on a performance improvement plan are not eligible for salary increases or pay for performance in the subsequent fiscal year from which they received this rating. Employees newly hired after April 1 of the fiscal year are not eligible for a salary increase.

Individual Merit Structure

The merit program proportionally distinguishes, recognizes and rewards employees with annual salary increases based on their performance evaluation; allocating higher annual increases to higher performers.

Annual salary increases are added to employee’s base salary for that year in which the employee receives the pay for performance salary increase. The following performance ratings and score guidelines will determine an individual’s merit increase. All evaluations designated as “exceptional” must be approved by the President in advance of communication to the employee Performance ratings and score guidelines are subject to change at the discretion of the College President.

| Rating | Score |
|-------------------------|--------------|
| Exceptional Performance | 4.60-5.00 |
| Exceeds Expectation | 3.80-4.59 |
| Meets Expectation | 2.80-3.79 |

| | |
|-------------------|-------------|
| Needs Improvement | 2.00 - 2.79 |
| Inadequate | 1.00 - 1.99 |

Annual non-union salary increases are approved by the Board of Trustees as described in the Performance Management Policy 2.01.16.

Institutional Performance Reward

The institutional performance plan establishes measurable goals aligned with the College's strategic imperatives for student enrollment, retention and graduation. Employees' targeted and collective focus in these areas across the college is critical to the College's ongoing success.

The President will determine and communicate metric targets annually. The one-time payment will not increase the employee's base pay in subsequent years and will vary based on the College's budget. The payments for each metric will not exceed \$300 annually.

Any exceptions to this policy must be approved in writing by the President.