

Frequently Asked Questions
2015 – 2016 Staff Performance Reviews & Salary Increases

What is the salary increase pool for this year?

UofL announced a planned 3% Salary Increase pool for Faculty *and* Staff on April 16, 2015 at the Budget Forum.

Why do Faculty & Staff salary increase allocation pools differ?

A 3% salary increase pool has been established for faculty and staff; the only difference is how they will be allocated. Salary increase pool allocations for full-time and permanent part-time faculty and administrators will be awarded exclusively on merit. Increases between 0 and 6% may be allocated as long as each units' available salary pool does not exceed 3% allocation. Staff salary increase allocations include a Cost of Living Adjustment (COLA) and merit. All Staff with a "Meets Expectations" or above performance rating will receive an increase. The merit portion of increase pool allocations will be based upon 2014 Performance Reviews.

Why is the Staff salary increase pool allocated between COLA and Merit?

The Staff Senate worked diligently with Human Resources and the Administration to include a merit component as part of its 2015 salary increase recommendation. A recommendation that included a merit component was reviewed and approved at the June 9, 2014 Staff Senate meeting. This recommendation was designed to provide a COLA salary increase to employees with a "Meets Expectations" or above, and to further reward higher-performing employees with an additional merit-based raise.

Was there an announcement notifying Staff that Performance Reviews would be used to determine Staff salary increases?

On March 3rd, current Performance Appraisal Guidelines were distributed requiring supervisors to complete an annual review for regular full-time and part-time staff as part of eligibility requirements for raises. The guidelines were posted on the HR web page under 'Items of Interest' <http://louisville.edu/hr/itemsofinterest>. The current salary pool allocation plan (COLA/merit) was communicated once UofL leadership identified funds for the 3% Salary Increase pool as part of the FY16 budget process.

Were supervisors required to participate in Performance Management training?

No. However, UofL strongly encourages all supervisors to participate in training. Human Resources offers Performance Management training yearly and upon requests. Now that performance evaluations are required to be on file in HR for raise eligibility, HR has the ability to evaluate the quality and depth of evaluations across campus and address needed improvements. Training for employees and those who supervise/manage others will be an essential component of our future Performance Management program.

Why are the performance review scales different?

There is some confusion as certain labels were changed and multiple Performance Review Forms are in circulation. However, comparable definitions for each label did not change. The scale is as follows: **N** = Needs Improvement, **O** = Outstanding, **M** or **G** = Meets Expectations or Good (depending on form used) and **E** or **V** = Exceeds Expectations or Very Good (depending on form used).

Will we continue to allocate staff raise pools on both a COLA and merit basis in the future if funding is available?

It is our intent to continue to reward our talented staff and faculty based upon performance wherever possible. We are committed to developing a comprehensive Performance Management program and will seek input from the entire University community moving forward.

Can we change our process so that it is simpler and easier to understand and allocate fairly?

Yes. We look forward to evaluating our current process and making improvements as needed.

Who can I talk to if I have questions or concerns about the Salary Increase process?

If you wish to share feedback or have a specific concern about the 2015-2016 Salary Increase Guidelines you may contact Jeanell Hughes, Interim Executive Director of HR or send an email to hadmin@louisville.edu. We welcome your feedback/questions/comments.