



Title: #IV-16. Performance-Based Salary Increases for Nonclassified Staff at WVU Parkersburg

Date: May 23, 2006

This document sets forth the guidelines that direct annual salary increases for nonclassified staff at West Virginia University at Parkersburg, thus bringing the campus into compliance with the Salary Policy of the West Virginia University Board of Governors ([Policy 29](#)).

West Virginia University at Parkersburg recognizes the importance of employee performance in the fulfillment of the college's mission. To reward meritorious performance, annual salary increases for all nonclassified employees will be awarded totally upon performance. Administrators will use the areas of evaluation defined below to evaluate the performance of nonclassified employees.

Quality of Work: Describes the employee's work in terms of consistency, thoroughness and accuracy.

Productivity: Describes how well the employee manages and completes workload expectations and demonstrates the knowledge and skills needed to do the job.

Dependability: Describes how well the employee completes the assigned work in a timely manner, and attendance at work.

Interpersonal Skills: Describes how well the employee establishes and maintains effective work relationships; demonstrates professionalism, and demonstrates effective communication and listening skills.

Adaptability/Flexibility/Initiative: Describes how well the employee adapts to/is open to change and the employee's willingness to consider different ways of doing things.

Work/Environment/Safety: Describes how the employee promotes a respectful workplace, complies with general conditions of employment, Equal Opportunity, security and workplace safety policies.

Leadership and Planning: Describes how the employee provides leadership in getting tasks accomplished, encourages staff development, exercises sound judgment in decision-making.

Customer Service: Describes how well the employee works with internal and external customers to achieve desired results and maintain positive relationships.

Professional Development: Describes how the employee participates in workshops, conferences, and continuing education.

Rating System

Assigning point values to the performance rating criteria and adding those values allow administrators an objective way to determine an individual's performance-based salary increase. Employees may be given up to the points noted for each of the standards. The assigned performance rating criteria and their point values are as follows:

Excellent = 3

The employee performs at a level that results in significant accomplishments that may not have been otherwise achieved.

Good = 2

The employee demonstrates consistently good performance.

Satisfactory = 1

The employee meets job expectations.

Unsatisfactory = 0

Employee's performance needs improvement or is inconsistent.

Individual point totals may range from zero (0) points to 27 points depending upon the ratings awarded in all nine areas of evaluation.

The dollar value per point will be determined each year by dividing the funds available in the central salary increase budget for nonclassified staff by the total number of employee points.

The dollar value per point will be applied to individual employee point totals to determine employee performance-based salary increases.