According to the Salary Policy of the West Virginia University at Parkersburg Board of Governors (Policy B-29), annual salary increases for non-classified staff shall be based on annual performance evaluation outcomes, and, for classified staff, may be based on annual performance evaluation outcomes consistent with the rules and directives of the WV Council for Community and Technical College Education and provisions of State Code. The procedures for annual performance appraisal of classified and non-classified staff are described in Answer Book #IV-14. Annual salary increases shall be contingent upon available funding.

West Virginia University at Parkersburg recognizes the importance of employee performance in the fulfillment of the college’s mission. To reward meritorious performance, performance-based salary increases shall be based on the performance indicators described in Answer Book #IV-14:

**Planning/Organization**: Employee prioritizes and organizes work to perform duties in an effective and efficient manner.

**Quality of Work**: Employee’s work is consistent, thorough, timely, and accurate. Employee demonstrates knowledge of job and confidence in achieving tasks and assignments.

**Productivity**: Employee manages and completes workload expectations sufficiently to meet the demands of the job. Employee utilizes time effectively and is self-directed when needed.

**Dependability and Accountability**: Employee demonstrates pride in work and understands the role the position plays in the college community. Employee completes assigned work in a timely manner; attendance complies with all leave policies.

**Communications and Interpersonal Skills**: Employee establishes and maintains effective work relationships and demonstrates effective listening, verbal and written communication skills.

**Creativity, Innovation, and Flexibility**: Employee adapts to and is open to change and is willing to consider different ways to complete the tasks and duties associated with the position.
Work Environment and Safety: Employee promotes a respectful workplace, complies with general conditions of employment, Equal Opportunity, security and workplace safety policies.

Initiative: Employee is proactive in getting tasks accomplished, and forecasts the needs associated with the position.

Customer/Student Service: Employee works with internal and external customers to achieve desired results. Employee demonstrates willingness to assist in a friendly and respectful manner.

Professional Development: Employee participates in workshops, conferences, and/or continuing education that reinforce the position and strengthen contributions to the college.

Professionalism: Employee maintains discretion and confidentiality in carrying out responsibilities. Employee demonstrates teamwork and respect for fellow employees and all internal and external contacts.

Leadership and/or Supervision: Employee leads by example and reinforces the mission of the college. Employee develops and establishes direction for others, if appropriate.

Strategic Planning: Employee develops and/or implements goals that reinforce and promote the college’s strategic plan.

Resource Management: Employee plans for, manages, and/or utilizes resources to fulfill responsibilities in an effective and efficient manner.

Problem Solving and Decision Making: Employee works within college policies and utilizes critical thinking skills when analyzing problems and making decisions. Employee exercises sound judgment in decision-making and considers the impact of decisions on the college community.

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:

Outstanding = 3: Performance significantly exceeds expectations of the job description.
**Effective = 2:** Performance in which expectations have been met in a manner consistent with the job description.

**Satisfactory = 1:** Performance meets minimal requirements of job description; areas of growth are recommended.

**Unsatisfactory = 0:** Performance does not meet job requirements; areas of needed growth are significant.

Individual point totals may range from zero (0) points to 45 points depending upon the ratings awarded in all fifteen areas of evaluation.

The dollar value per point will be determined each year by dividing the funds available in the salary increase budget for performance-based increases by the total number of employee points, as applicable.

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