

UNIVERSITY OF IOWA

FLEXIBLE PAY PROGRAM GUIDELINES FOR NON-ORGANIZED PROFESSIONAL & SCIENTIFIC EMPLOYEES

University Flexible Pay Policy

Flexible Pay shall be awarded for extra-meritorious performance that may include rewarding a variety of outcomes and behaviors e.g., project completion, sustained above average performance and revenue generation, etc. There are two types of Flexible Pay: (1) Exceptional Performance Awards, and (2) SPOT Performance Awards. Flexible Pay should not be used as a substitute for providing ongoing base adjustments that assure equitable and competitive salaries.

1. All regular, non-organized Professional & Scientific employees are eligible for Flexible Pay.
2. An employee must have been employed at the University of Iowa in a regular position for six months to be eligible for an Exceptional Performance Award. There is no minimum employment period required for SPOT Performance Awards.
3. An employee must have a current (within past 12 months), above average performance evaluation on file to be eligible for an Exceptional Performance Award. An above average performance evaluation (with the past 12 months) is not required for SPOT Performance Awards.
4. An employee must have received at least the average July 1 salary increase for the College of major Administrative Unit to be eligible for an Exceptional Performance Award, barring extenuating circumstances that must be documented. An employee is not required to have received at least the average July 1 salary increase for the College of major Administrative Unit to be eligible for a SPOT Performance Award
5. Flexible Pay can be awarded at any time during the year.
6. All Flexible Pay awards must be approved at the Organizational level.
7. Flexible Pay will be awarded in the form of a lump sum payment that is not added to the base salary.
8. An employee may receive up to 10% of their salary in Flexible Pay for Exceptional Performance Awards per calendar year. If the recommended amount for any single Exceptional Performance Award is over \$5,000, the recommendation must be reviewed and approved by University Compensation and Classification. If a second Exceptional Performance Award recommendation for the same employee is received in the same calendar year, and the cumulative amount is over \$5,000, it must be reviewed and approved by University Compensation and Classification.
9. An employee may receive Exceptional Performance Awards a maximum of two times per year. An employee may receive no more than four SPOT Performance Awards (\$750 or less) in one fiscal year and multiple SPOT Performance Awards to the same employee must be at least 30 working days apart..
10. No more than 10% of a college or division's non-organized Professional & Scientific staff would receive an Exceptional Performance Award in a given fiscal year.
11. To operationalize a Flexible Pay program, colleges and major administrative units will be required to develop Flexible Pay Guidelines that must be reviewed and approved by University Compensation and Classification. The guidelines must reflect the components of the University's Flexible Pay Policy as described herein, but may adopt more stringent guidelines
12. No flexible pay awards will be approved unless guidelines have been developed and approved by University Compensation and Classification. A copy of the guidelines will be kept on file in Central Human Resources.
13. Departments will be responsible for funding flexible pay awards.

Required Elements of Collegiate and Division Guidelines

College/Division Program: Communication:

1. Describe how the collegiate/division office will communicate the program to all P&S non-organized staff and other supervisors (please be specific regarding method and frequency)
2. College/Division Program: Process
 - Describe the collegiate/division process for evaluation, which includes identifying who can initiate a request for pay and the different review/approval levels. Reviewers and approvers must be named at the collegiate/departmental level.
3. College/Division Program: Overall Parameters
 - In what manner will the program differ, that is, be more stringent than the central requirements.
4. College/Division Program: Criteria for an Award
 - List specific performance criteria to be used to evaluate whether an Exceptional Performance Award or a SPOT Performance Award will be given.
5. College/Division Program: Tracking

The College/Division will track Flexible Pay Program data and/or conduct the analyses listed below during the fiscal year and transmit the information no later than July 15th to Central Human Resources.

Exceptional Performance Awards/Overall (exclude de minimus SPOT Performance Awards)

- number of awards requested
- number of awards given
- percent of non-organized staff receiving an award
- average dollar amount of award
- average percent of salary of an award
- analysis of awardees based on race and gender relative to your org
- impact of awards on division or college's morale, productivity, etc.

Exceptional Performance Awards/Individual (exclude de minimus SPOT Performance Awards)

For Each Individual:

- for award requests declined, primary reason for rejection
- for award requests given, primary criteria for acceptance
- number of awards requested
- number of awards given (maximum 2)
- amount of award(s)
- justification for amount of award(s)
- nature of accomplishment/achievement

De minimus SPOT Performance Awards/Overall

- number of awards requested
- number of awards given
- average dollar amount of awards given
- percent of non-organized staff receiving an award
- analysis of awardees based on race and gender relative to your org

- impact of awards on division or college's morale, productivity, etc.

Individual – De minimus SPOT Performance Awards

For Each Individual:

- number of awards requested
- number of awards given (maximum 4)
- amount of award(s)
- justification for amount of award(s)
- nature of accomplishment/achievement