

Pay for Performance Q&A

Is the longevity increase still effective?

Yes, that benefits our NAPE covered employees only. The Pay for Performance impacts only our Discretionary and Rules-Covered employees.

Is it an actual bonus or salary increase?

It is not a bonus, and will be a permanent salary increase.

Will the 1.5% and the extra all be in your PSL?

Yes. The extra will come from any members of the team who did not reach their goals. There is no extra money budgeted for Pay for Performance.

If all 10 teammates in a team met their goals and objectives there is no bonus pool?

That is correct. If everyone on the team meets or exceeds his or her goals, than everyone will receive the 1.5% increase which will use all of the budgeted dollars. There would be no remaining money for extra increases.

Is this 1.5% increase above the pay line adjustments?

This is a topic about which more discussion is needed at the state executive level. Look for more information later.

Will this help alleviate someone who is in a position for 15 years and someone who is brand new getting the same pay rate?

Not at this time. There will be more discussion at the state executive level around this topic.

In terms of the “pot” is that agency specific?

Yes.

Do you have to divide any extra dollars evenly among the top performers?

No. If there is money available from team members not meeting their goals, it is at the discretion of the supervisor how to allocate that money. It may be split evenly among all who did meet

their goals, it could all be given to a star performer, or any other distribution that the supervisor feels is appropriate. Pay for Performance was designed with the goal to give supervisors as much freedom as possible. However, guidance will be given closer to the end of 2018. Remember that is important that the distribution upon which you decide is based upon performance and nothing else. This must be documented in one on ones, performance reviews, and performance logs.

This will be documented in EDC?

Yes. As in years past, performance and goals will be tracked in the performance management tool (the Employee Development Center).

What about temporaries?

Temporary staff have historically received the increase as the pay lines have moved accordingly. We anticipate that this will continue.

You have a pool of dollars so if you have someone who makes 25K their 1.5% wouldn't equate to bonus someone who makes 50K.

Correct. The percentage would have to be converted.

If you plan on giving the increase on 1/1/19, will the due date for the performance review be changed?

Look for more specific information about this later this year.

What implementation support are you providing for goal setting?

We are providing state level support, and training for SMART goals has been available to all for some time. Some training we recommend:

- Review the 4-part video series provided to all staff the week of December 26, 2017 in the EDC.
- SMART goal training curriculum has been assigned to all state employees and is on their EDC transcript.
- Reread emails sent by Carrie Williams on Nov 11, Nov 27 and Dec 13, 2017.
- Performance Review Fundamentals (online by Lynda.com through the EDC).
- Employee Development Center user guides.
- Contact a member of NDOT's Human Resources

Are there guidelines to determine how much to give? If some get 4s and some get 5s is there a difference?

Not at this time. Suggested guidance will be coming in 2018.

There's no guarantee for any employee who gets a four or a five that they will get an extra bump?

There is not. The only way any extra money is available is if there are members of the team who do not meet their goals.

Can they go beyond the maximum rate?

This is a topic about which more discussion is needed at the executive level. Look for more information later.