



To: All Supervisors

From: Theodore Johnson, Vice President of Human Resources

Date: April 10, 2008

Subject: Performance Appraisal Reminder

This memo serves as a reminder of your responsibility to conduct performance appraisals for each member of your staff. NJIT's performance management program is comprised of two separate parts – the performance appraisal and the merit increase. The performance appraisal is used to determine merit increase allocations.

Appraisal Period

Performance appraisal discussions should focus on the staff member's performance during the previous 12 months, and setting goals and expectations for the coming year. Supervisors should complete performance appraisal discussions no later than **May 15, 2008** for employees represented by the PSA, and **June 15, 2008** for employees represented by OPEIU. Supervisors of unionized staff should consult the appropriate collective bargaining agreement to determine the specific appraisal period.

Elements of the Appraisal Process

The core elements of the annual performance appraisal are summarized as follows:

1. A written summary of the staff member's performance, using a performance appraisal form, will be prepared by the supervisor with a copy given to the staff member.
2. A supervisor conducts a discussion with their staff members. Each discussion should include:
 - a. The supervisor's assessment of the staff member's performance during the past 12 months, including specific references to the accomplishments and contributions made by the staff member and the areas where he or she needs to improve;

- b. A review of any changes to the staff member's responsibilities which may have occurred, and a summary of the expectations of performance to which the staff member will be held accountable;
- c. An opportunity for the staff member to suggest to the supervisor additional guidance or support that would enable the staff member to improve his or her performance.

Merit Increases – FY/09

At the beginning of Fiscal Year 2009, the Senior Staff determine merit increase allocations based on the performance appraisals and in accordance with the unit contracts. The PSA and OPEIU union contracts stipulate that at least 80% of the merit pool must be distributed based upon performance.

If supervisors feel that any of their staff members are particularly meritorious, and want to propose additional merit be awarded, they should submit this in writing to their Senior Staff members for his/her consideration.

Additional Note – New OPEIU Contract

The new OPEIU contract contains several provisions that address the merit process. Under the prior contract, the merit pool was required to be distributed in accordance with contract provisions specifying the number of steps required to be awarded based upon performance rating. As departments and supervision differed, employee evaluations and awards were at time uneven. The new OPEIU contract provides that the applicable Vice President may determine whether the merit pool will be distributed on a division or department basis, as well as the number of steps to be awarded, with certain restrictions.

Additional changes in the OPEIU contract include provisions that specify that performance evaluations are due no later than June 15, and only those rated ER or MS are eligible to receive an award. Those rated MR are no longer eligible. Although the number of steps to be awarded, not exceeding the maximum of five (5) for those rated ER and three (3) for those rated MS, is determined at the Executive or Vice President level, within a particular department or division as applicable, the new contract provides that those rated ER are to receive more steps than those rated MS.

For more information and assistance

The Department of Human Resources will be available to provide guidance or training to supervisors throughout the process. Please contact Kamal Joshi (X5317); or Denise Coleman (X3142) with any questions or concerns. You can obtain the Performance Appraisal Forms by going to:

<http://www.njit.edu/humanresources/performancemanagement.php>