



Overview of Proposed Merit Pay System for Administrators

*Committee of the Whole
Tuesday, October 15, 2013*

Overview

- Current Employee Evaluation System
- Background of Merit Pay
- Process
- Proposed System
 - Short-term
 - Long-term
- Questions

Current Employee Evaluation System

- Developed based on AQIP Team research
- Adopted January 2012
- Two cycles of the evaluation process have been completed
 - July 2012
 - January 2013
- Employee survey has been conducted about the evaluation process
 - Internet format is cumbersome
 - Supervisors want weighting on each performance factor
 - For continuous improvement a 2nd survey is being developed

Current Employee Evaluation System

- Performance Factors (15 Categories)
- Ratings
- Average Score
- Example in column H

Background of Merit Pay

- MCC Board of Trustees requested the College administration investigate and implement a merit pay system
- Committee was selected by Executive Council to conduct research and provide recommendations – this committee represents the various administrative pay levels at the College:
 - Assistant Vice President of Human Resources
 - Associate Dean of College and Career Readiness
 - Chief Communications Officer
 - Director of Infrastructure Operations
 - Executive Dean of Education, Career and Technical Education
 - Manager of New Student Transitions
 - Vice President of Academic and Student Affairs

Process

- Received best practices research from Education Advisory Board (EAB)
- Contacted three schools from EAB Report (including College of DuPage and Waubensee Community College)
- Needed to utilize new employee performance evaluation process
- Worked under an accelerated timeframe, which required quick and decisive action (Rapid Decision-Making Team)

Proposed System – Short-term Timeframe

- Includes use of current employee evaluation process
- Focuses on the distribution of remaining 1.3% of the total 3.0% increase, as approved by the Board (administrators already received a cost-of-living increase of 1.7% in September 2013)
- All administrators must have updated evaluations completed by November 1, 2013 (anyone who did not receive an evaluation using the new process by July 2013, must have this complete by due date above)

Proposed System – Short-term Timeframe (cont'd)

- Merit will be based on your individual overall score from the performance evaluation results
- Three levels of merit are recommended:
 - Anyone on disciplinary or a Performance Improvement Plan (PIP) is ineligible for merit pay
 - Any score below 2.0 will not receive merit pay
 - A 2.0 up to the average score will receive 1.0%
 - Anything above the average score will receive 1.5%
- The merit pay percentage is applied to salary – not a bonus
- Anticipate that the Board will vote at the October 2013 Board Meeting

Proposed System – Long-term Timeframe

- Align efforts with those of existing AQIP Team
(Improving the Employee Evaluation Process)
 - Initial meeting between two committees took place on September 24, 2013
 - Integrate goal attainment related to Strategic Plan
 - Investigate integration of the 360-degree evaluation (to include peers and subordinates)
 - Recommend that potential bonuses may be awarded, pending available funds at the president's discretion

Questions