Get SCP Ready!

Staff Compensation Program Performance Evaluation

What it is and Why it's Important

Objectives

After this workshop, you will:

- Understand the SCP Performance Evaluation Process and why it is important
- Know the SCP Timeline and how to prepare for your SCP
- Be able to implement SCP “pro tips”

Why a Union?

Why a Union?

- History shows that workers coming together and forming unions helps to **create safer, better-paying jobs** for everyone!
- **Unions organized at Rutgers** so that groups of workers could **negotiate better pay and a better work environment**.
- **Law** supports the **right of workers to engage in union activities** and to negotiate legally-binding contracts to improve working conditions and to hold employers accountable when they don't honor contracts.

Who is Union of Rutgers Administrators?

- Founded in 2007
- Approximately 2,800 administrative workers who are a local affiliate of the American Federation of Teachers (AFT), URA-AFT, Local 1766
- A number of job titles make up our bargaining unit.

Why Union of Rutgers Administrators?

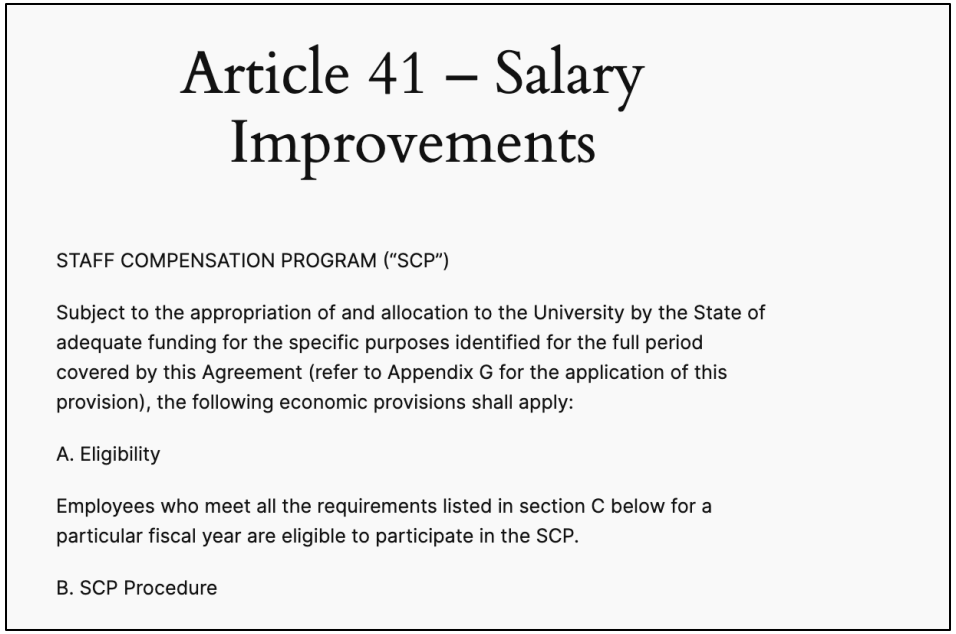
- Protection against unfair treatment
  - “Just cause” and due process. You can’t just be fired “at will”! (Article 19)
  - A grievance procedure for contract violations with binding arbitration to enforce our contract. (Article 14)
- Dealing with Difficult Bosses (Article 27)
- Fighting for Work/Life Balance
  - Increased Paid Time Off (Articles 3, 44, 54)
  - Sick and Family leave beyond legal requirements (Article 57)
  - Telecommuting/ flexible work arrangements (Article 59)

Developing an Organizing Culture

- We focus on defending our rights, enforcing our contract, and growing our collective power.
- Collective action is our primary way of addressing workplace issues and building our union power.
- Members see themselves as our union and take personal responsibility for the success of our union.
- We encourage initiative and creativity of members and members are given concrete ways to participate.
- We are ALWAYS developing new leaders!

What is SCP?

- The Staff Compensation Program (SCP) is the yearly performance evaluation process laid out in Article 41 of our URA-AFT Contract.
- Employees are evaluated from May 1 of the previous year against the performance standards established during the previous evaluation process and any additions or modifications that have been communicated to the employee during the year.



Article 41 – Salary Improvements

STAFF COMPENSATION PROGRAM ("SCP")

Subject to the appropriation of and allocation to the University by the State of adequate funding for the specific purposes identified for the full period covered by this Agreement (refer to Appendix G for the application of this provision), the following economic provisions shall apply:

A. Eligibility

Employees who meet all the requirements listed in section C below for a particular fiscal year are eligible to participate in the SCP.

B. SCP Procedure

SCP is NOT part of the disciplinary process or your annual union negotiated salary increase.

Who has participated in the SCP Evaluation Process?

Who has been asked to write their own SCP Evaluation? What did that look like?

Who has met with their Supervisor to discuss the SCP Evaluation?

Why SCP in Article 41?

- "Merit" raises were originally found in Article 41 in our first contract 2007 – 2011.
- A pot of money for "merit" raises included our supervisors with little incentive to provide raises equitably or appropriately
- URA negotiated SCP Performance Evaluation in Article 41 without tie to pay and/or discipline

Why is it important?

- Rutgers management has the right to evaluate. SCP can protect you, if you thoroughly and carefully document your duties.
- We can document our responsibilities, accomplishments, strengths and weaknesses, professional development, and challenges.
- May support a new title or a salary increase under other contract provisions (e.g. Article 35- Reclassifications, Article 39 – Salary Adjustments, & 61 Self-Initiated In-Grade Salary Adjustment Pilot Program).

SCP is NOT part of to the disciplinary process or your annual union negotiated salary increase.

Some managers ask for your contribution and then cut and paste. Your words become the official record!

It is time for your annual performance review.

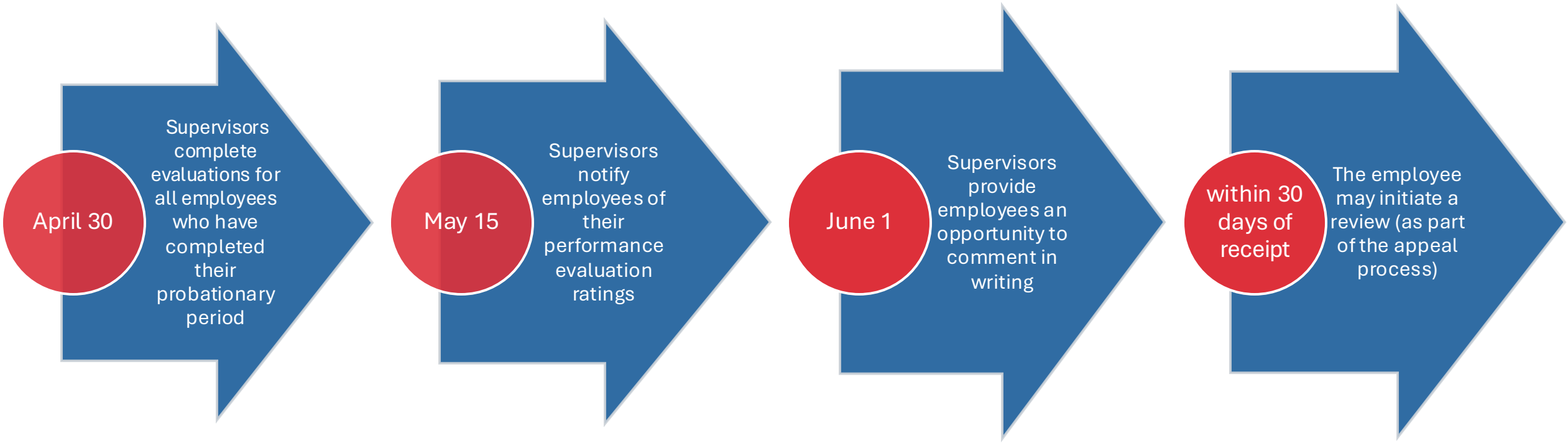
I am attaching a blank form, last year's evaluation, which includes a final page with your revised position duties.

I would like to start this process with you writing up what you have accomplished in each of the 4 key duties at the end of last year's evaluation.

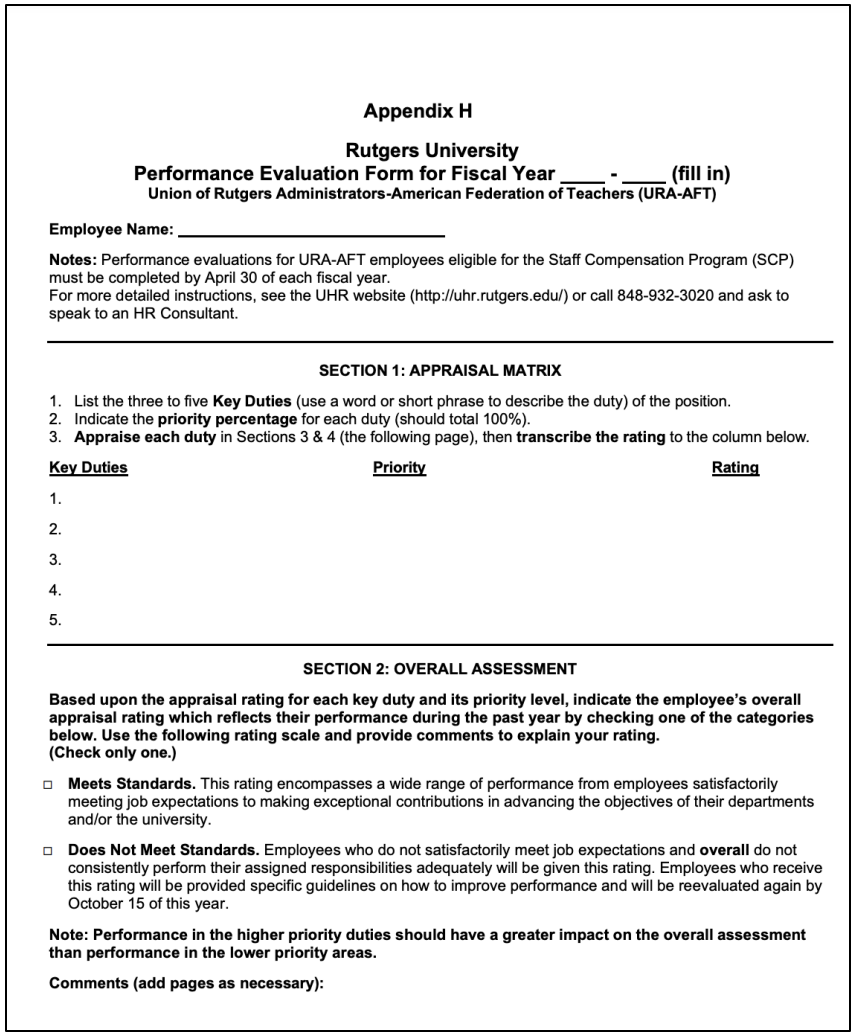
If you could send that to me by April 24th, I will finalize my assessment, and we can meet on April 28th for your review.

Does that work for you?

What is the timeline for SCP?



Be Prepared



Appendix H

Rutgers University
Performance Evaluation Form for Fiscal Year ____ - ____ (fill in)
Union of Rutgers Administrators-American Federation of Teachers (URA-AFT)

Employee Name: _____

Notes: Performance evaluations for URA-AFT employees eligible for the Staff Compensation Program (SCP) must be completed by April 30 of each fiscal year.
For more detailed instructions, see the UHR website (http://uhr.rutgers.edu/) or call 848-932-3020 and ask to speak to an HR Consultant.

SECTION 1: APPRAISAL MATRIX

1. List the three to five **Key Duties** (use a word or short phrase to describe the duty) of the position.
2. Indicate the **priority percentage** for each duty (should total 100%).
3. **Appraise each duty** in Sections 3 & 4 (the following page), then **transcribe the rating** to the column below.

Key Duties	Priority	Rating
1.		
2.		
3.		
4.		
5.		

SECTION 2: OVERALL ASSESSMENT

Based upon the appraisal rating for each key duty and its priority level, indicate the employee's overall appraisal rating which reflects their performance during the past year by checking one of the categories below. Use the following rating scale and provide comments to explain your rating. (Check only one.)

- ☐ **Meets Standards.** This rating encompasses a wide range of performance from employees satisfactorily meeting job expectations to making exceptional contributions in advancing the objectives of their departments and/or the university.
- ☐ **Does Not Meet Standards.** Employees who do not satisfactorily meet job expectations and **overall** do not consistently perform their assigned responsibilities adequately will be given this rating. Employees who receive this rating will be provided specific guidelines on how to improve performance and will be reevaluated again by October 15 of this year.

Note: Performance in the higher priority duties should have a greater impact on the overall assessment than performance in the lower priority areas.

Comments (add pages as necessary):

- If you don't have your CARF, request it from your supervisor, local HR or via One Source.
- Review your performance evaluation from the previous year, if you have it.
- Be familiar with the performance evaluation form - Appendix H of our contract.

- Think about the percentages of your time. Did they change?
- Note new tasks, additional responsibilities, increased workload and document them as OUTSIDE of your CARF

  (Responsibilities Assigned Outside My CARF: XXXXX)
- Very important to document this carefully for seeking acting pay, reclassification or in-grade increase.

Focus on the Language

Pay VERY CLOSE attention to the language with a focus on the **verbs**, NOT the adjectives.

ACTION VERBS USED TO DESCRIBE JOB DUTIES

1. ACCEPTS- To receive; to regard as true, proper, normal, inevitable.
2. ACCOMPLISHES- To execute fully; to attain.
3. ACCOUNTS- To give a report on; to furnish a justifying analysis or explanation.
4. ACCUMULATES- To collect- to gather.
5. ACHIEVES- To bring to a successful conclusion.
6. ACKNOWLEDGES- To report the receipt of.
7. ACQUIRES- To come into possession of.
8. ACTIVATES- To mobilize; to set into motion.
9. ACTS- To perform a specified function to carry out a purpose; to exert one's powers in such a way as to bring about an effect.
10. ADAPTS- To suit or fit by modification.

Frame Problems as Systemic

This can help supervisors explain things up the chain.

Example: The lack of clarity re: processes creates an environment in which everyone is always re-creating the wheel.

PRO TIP

Remember!

- Bring a copy of your self-appraisal with you to your performance review meeting with your supervisor to use as a reference
- Evaluation should provide goals and provide accurate job description (documenting any changes as OUTSIDE of your CARF) and expectations for next year.

Discuss and Record the Results

- If all goes well, you will refer to this next year: "achieved the goals we set".
- If things go sideways, you will also refer: "we were going to do this, but X,Y and Z happened".
- If your supervisor doesn’t know what they want, you will say “things change a lot; I’ve had to fly by the seat of my pants”.

Signing the Evaluation Form

- Sometimes becomes an informal negotiation between the employee and the supervisor.
- If you don't agree sign: "Receipt only".
- Attach self-appraisal or comments. These become part of the document.

PRO TIP

Play Smart Defense

- If something went wrong, were there mitigating factors?
- What is within your control and what is not?
- Did you notice the problem? bring it to management's attention? suggest remedies? take corrective action?

PRO TIP

- Did your technology change?
- Did your department “pivot” from one priority to another? And then back?
- Do you have a plan to correct your own shortcomings? Even better, have you started it already?

PRO TIP

What do the ratings mean?

- A “Does Not Meet” rating in one of the subcategories does not mean your job is in danger if you receive an overall “MEETS STANDARDS”
- Only an overall “DOES NOT MEET STANDARDS” on Section 2 is a problem.
- Not grounds for termination. (Most who “Do Not Meet” in one year will “Meet Standards” the next year).
- Requires a re-evaluation after 6 months.

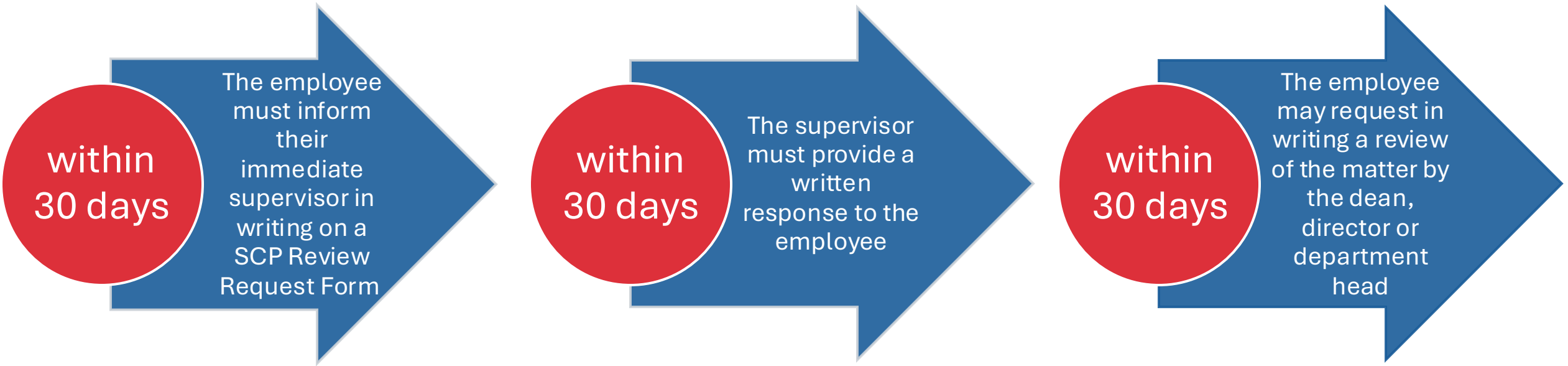
The Appeal Process

You may appeal if. . .

- The SCP procedures were not followed
- There were “demonstrable factual inconsistency” in the evaluation
- You were not evaluated according to the performance standards for your job

The Appeal Process is for setting the record straight!

The Appeal Process Timeline



Preparing for Next Year

Keep your own "Performance Journal" to include:

- Calendar
- Meeting notes
- Thank you notes
- Keep emails
- Ask for clarification as you go

Special Circumstances

- Employees who accepted another position included in the bargaining unit shall be included in the SCP in that fiscal year. Department heads from both the former and current units will collaborate on the performance appraisal.
- Employees who report to a new supervisor with in a particular fiscal year shall be included in the SCP in that fiscal year. The new supervisor is responsible for discussing and collaborating with the former supervisor or department head, if available, to complete the evaluation.

QUESTIONS,
ANYONE?