

2015 Pay for Performance Guidelines

It is the policy of the State of Tennessee to compensate employees at a level sufficient to encourage excellence in performance and to maintain the labor market competitiveness necessary to recruit and retain a talented workforce. The purpose of a pay for performance system is to reward above-average performance, improve efficiency, and encourage participation in programs that improve job performance and skill.

These guidelines are dependent on available funding subject to appropriation by the General Assembly. 2015 Public Chapter 427 allocates a pool of funds for Executive Branch employee salary increases. These guidelines address only the allocation of pay for performance and do not address any salary adjustments for salary ranges or implementation of salary market adjustments.

Eligibility for Increase

To be eligible, a preferred or executive employee shall have completed twelve (12) consecutive full months of employment with the State of Tennessee beginning on or before October 1, 2014 and ending September 30, 2015.

In accordance with DOHR Policy 12-064, each employee shall receive a performance management rating. Eligibility for increases will be based upon an employee's performance as rated under that performance management cycle. To qualify for a performance increase, employees must have a performance rating of "Valued," "Advanced," or "Outstanding". Employees who receive a "Marginal" or "Unacceptable" will not be eligible for a performance increase. The performance increase shall be based on the employee's overall performance rating during the 2014-2015 cycle. Such rating must be appropriately documented in writing as part of the employee's performance review. No other consideration may be given for eligibility, including disciplinary action, transfer or promotion.

The amounts for the performance rating increase shall be percentages established based upon available funding. The Department will release the salary increase percentages as soon as practicable after evaluating all performance scores and calculating the available budget.

Pay for Performance salary adjustments will be included in the employee's pay as an increase to his or her current annual salary at the time of the adjustment, with the increased amount rounded to the nearest dollar. Pursuant to Tennessee Code Annotated, Section 8-30-207, an employee at or above the top step of their salary range shall not be eligible for a performance based salary increase. However, such employees may be eligible for a one time performance bonus.

Agencies Eligibility to Participate

All agencies in the State Service as defined in Tennessee Code Annotated, Section 8-30-102 shall be eligible to participate in pay for performance. Other boards and commissions within the Executive Branch may be included if the agency participates in the 2014-2015 performance management cycle

and upon approval of the Commissioners of the Departments of Human Resources and Finance & Administration.

Employees Not Eligible for Pay for Performance Increase

The following employees shall not be eligible for a performance increase:

- Employees within the State Service who are excluded from the salary schedule or have a salary schedule conducted and implemented pursuant to a statutory pay plan. Specifically excluded are commissioned officers in the Department of Safety and Homeland Security and Commerce and Insurance, as well as wildlife specific classifications in Tennessee Wildlife Resources Agency;
- Employees who do not have a performance rating in the 2014-2015 review cycle. An employee may be eligible for a pay for performance increase if that employee does not have a performance rating through no fault of his or her own. In such instance, the employee may receive an increase based upon the employee's last valid performance management document from the 2013-2014 cycle or if no last valid document is available and the employee meets all other eligibility requirements, then an increase equivalent to "Valued" rating will be assigned; and
- Employees with less than twelve (12) consecutive months of service with the State of Tennessee as of September 30, 2015.¹

Supervisors (i.e., Raters) who have not timely completed performance reviews by the end of the performance cycle will not be eligible for a performance increase. Likewise, Reviewers who do not timely complete performance reviews as required will also be ineligible for a pay for performance increase. If such delay is due to documented employee unavailability or other circumstances outside of the Rater or Reviewer's control, the Rater or Reviewer may be eligible for the performance increase.

Exclusions

Other types of bonuses, such as bonuses awarded under the Employee Suggestion Award Program, salary equity adjustments, temporary assignment adjustments, college degree or certification adjustments, or one-time incentive bonus payment adjustments² are not considered salary adjustments under this pay for performance policy.

¹ Employees with less than twelve (12) consecutive months of state service will not be eligible to receive an increase for performance until the next salary adjustment appropriated by the Legislature.

² See DOHR Policy 12-024.