

## Restricted Appointments

The same policy, procedures and forms for evaluating Administrative and Professional Faculty are utilized in evaluating persons holding restricted appointments. Persons holding restricted appointments may or may not have faculty rank. For restricted appointments not having faculty rank, the promotion policy is not applicable.

### Merit Point System

The following example will give you an indication of the way the merit pay will be computed based upon evaluation scores. It should be understood that merit pay begins at point 41. All evaluation scores from 0-40 will not be considered for merit. Merit pay will be the sum of two merit calculations: a merit "base" (calculated using a specific salary percentage applied to each faculty eligible for merit pay) and a merit "evaluation discriminator" (calculated using individual evaluation scores for each faculty receiving evaluation scores of very good or excellent). The merit "evaluation discriminator" changes at each interval of ten in evaluation points. A given evaluation score is converted, according to the chart below, to converted merit points. A dollar amount can be affixed to the converted merit points. For example, consider a faculty who received a raw evaluation score of "79." This score generated 97 converted merit points. If the dollar value of each merit point is \$3.00, the "evaluation discriminator" merit amount would be  $\$3.00 \times 97 = \$291.00$  which would be added to the "base" merit for that faculty.

Merit Factor	Evaluation Score	Converted Merit Points
	0 - 40	no merit increase
good	0	41 - 60
very good	1	61
		61 61(1)
		62 62(1)
		63 63(1)
		64 64(1)
		65 65(1)
		66 66(1)
		67 67(1)
		68 68(1)
		69 69(1)
		70 70(1)
	3	71 73 70(1) + 1(3)
		72 76 70(1) + 2(3)
		73 79 70(1) + 3(3)
		74 82 70(1) + 4(3)
		75 85 70(1) + 5(3)
		76 88 70(1) + 6(3)
		77 91 70(1) + 7(3)
		78 94 70(1) + 8(3)
		79 97 70(1) + 9(3)
		80 100 70(1) + 10(3)
excellent	5	81 105 70(1) + 10(3) + 1(5)
		82 110 70(1) + 10(3) + 2(5)
		83 115 70(1) + 10(3) + 3(5)
		84 120 70(1) + 10(3) + 4(5)
		85 125 70(1) + 10(3) + 5(5)
		86 130 70(1) + 10(3) + 6(5)
		87 135 70(1) + 10(3) + 7(5)
		88 140 70(1) + 10(3) + 8(5)

Merit Factor	Evaluation Score	Converted Merit Points
	89	145 70(1) + 10(3) + 9(5)
	90	150 70(1) + 10(3) + 10(5)
7	91	157 70(1) + 10(3) + 10(5) + 1(7)
	92	164 70(1) + 10(3) + 10(5) + 1(7)
	93	171 70(1) + 10(3) + 10(5) + 1(7)
	94	178 70(1) + 10(3) + 10(5) + 1(7)
	95	185 70(1) + 10(3) + 10(5) + 1(7)
	96	192 70(1) + 10(3) + 10(5) + 1(7)
	97	199 70(1) + 10(3) + 10(5) + 1(7)
	98	206 70(1) + 10(3) + 10(5) + 1(7)
	99	213 70(1) + 10(3) + 10(5) + 1(7)
	100	220 70(1) + 10(3) + 10(5) + 1(7)

**Merit Recognition**

Merit recognition at Wytheville Community College is acknowledged in three ways: the granting of multi-year appointments, the granting of promotions, and awarding of merit pay. Faculty evaluations, which are conducted in adherence to VCCS policy requirements and the internal policies of WCC, are used in the determination of merit.

The merit pay system is used to reward those faculty members who receive very good or excellent evaluation scores. Scores in the satisfactory, needs improvement or unsatisfactory categories do not qualify for merit pay. The merit point system awards proportionally higher merit pay to faculty members who earn higher evaluation scores. At least 15% of faculty salary funds will be made available for faculty merit increases.

Merit pay is added to base pay on a cumulative basis, with the following exception:

A non-cumulative merit salary award will be given to faculty rank personnel who receive a summary performance evaluation rating of excellent and who, if they receive the full merit award, will exceed the salary scale for their position. The amount of the bonus will be equal to the amount by which the salary plus merit, calculated in the normal fashion, exceeds the salary scale. The amount of the non-cumulative merit salary award does not become part of the individual's base salary.

Evaluation scores are one of the six criteria considered by the Ad Hoc Appointment Advisory Committee in making recommendations on multi-year appointments to the College President.

Evaluation scores are also one of the criteria used in the consideration of faculty members for promotion, as required by VCCS policy. See Merit Point System for WCC cited above.

WCC's compensation plan is totally merit based and awards higher merit pay to faculty members who earn higher evaluation scores.

**Maintenance of Evaluation Process**

To help assure that the evaluation process runs smoothly, these control measures will be followed:

1. Administration will review the procedure and provide meaningful training on a regular basis for evaluators in the use of the procedure, to help assure uniformity of application.
2. A special faculty committee will be established each year to begin its work following the completion of the yearly evaluation process with the purpose of reviewing the evaluation process for any possible modifications. At least 50 percent of the membership of the committee will be persons who have served on the committee during the previous year.
3. Timetables, based on the above recommendations and existing guidelines, will be implemented and maintained by the administration.

### **Performance Evaluation of Classified/Support Staff**

The performance planning and evaluation of classified staff is conducted in accordance with Department of Human Resource Management Policy #1.40, and can be found on their website at

<http://www.dhrm.state.va.us/hrpolicy/policy/perform140.pdf>

Evaluation of performance is conducted on an annual basis using the Employee Work Profile (EWP) form which includes a brief work description, performance plan, core responsibilities, performance measures, and employee development goals. The evaluation cycle for classified employees is October 25 thru October 24 of the following year. Within 30 days of initial employment, the EWP is developed for the new employee by the immediate supervisor; therefore, performance expectations of the position are known in advance. All classified staff new hires (with no prior Virginia state service) will also serve a 12-month probationary period (Probationary Period Policy can be found at [www.dhrm.state.va.us/hrpolicy/policy/probation145.pdf](http://www.dhrm.state.va.us/hrpolicy/policy/probation145.pdf)

During the annual performance evaluation, the employee is evaluated on the Core Responsibilities identified in the EWP for the cycle. One of three ratings can be given for each responsibility identified – Extraordinary Contributor, Contributor, Below Contributor. If an individual rating of Extraordinary or Below Contributor is given a written comment must be made on the EWP. Once individual ratings are given, an overall rating is given for the performance cycle. If an overall rating of Extraordinary Contributor or Below Contributor is given, additional supporting documentation is required – an Acknowledgment of Extraordinary Performance or Acknowledgement of Substandard Performance.

All evaluation forms and supporting documentation will become a part of the employee's official personnel file.

Agencies are guided by the amount of money authorized by the General Assembly and the Governor for salary increases for performance. Agencies may **not** supplement the authorized funding for such increases but may have an established policy for the distribution of authorized monies. It is the practice of Wytheville Community College to award the fully authorized percentage of increase; however, the President may choose to distribute the increase according to the PERFORMANCE INCREASE DISTRIBUTION PLAN FOR CLASSIFIED STAFF.