WHAT IS PERFORMANCE MANAGEMENT?
Performance management is an ongoing process that provides clear performance objectives, coaching, feedback and recognition for outstanding work. A pay system that seeks to create a strong linkage between performance and rewards needs to be supported by a healthy performance management process in order to be effective.

WHY DO WE NEED THIS RULE?
Strategic alignment of the workforce with our mission, vision and values is critical to the continued growth and success of the University. With the passing of HB 2542, the Legislature required the development of a rule at the local, institutional level. After seeking input from hundreds of employees over a period of several months, the University drafted a progressive performance management rule which is now out for public comment.

WHO IS COVERED BY THIS RULE?
This rule covers the requirements for performance management of classified and nonclassified employees. So, anyone who supervises classified and nonclassified employees, including faculty who supervise, must pay particular attention to the requirements in this rule.

WHAT TYPES OF PERFORMANCE REVIEWS WILL BE REQUIRED FOR CLASSIFIED AND NON-CLASSIFIED EMPLOYEES?
/ 6 Month Performance Reviews for New-Hires
At the end of the first 6 months of employment as a new hire, your supervisor will provide a written evaluation and meet with you to explain the contents of the evaluation.
/ Annual Performance Reviews
Your supervisor will provide a written annual performance review and meet with you to explain the contents of the evaluation. Your supervisor is also encouraged to provide regular, informal feedback throughout the year.
/ Performance Improvement Plans
If you receive an evaluation of development needed, your supervisor will work with Talent and Culture to develop a performance improvement plan for you. The plan will have defined objectives and timelines for improvement. If you do not meet the objectives within the established timelines, additional personnel action may be considered, including termination of employment.

WILL MY SUPERVISOR RECEIVE ANY TRAINING ON PERFORMANCE MANAGEMENT?
If you are a classified or non-classified employee, this new rule requires that your supervisor complete training on performance management. In addition, your supervisor will also receive refresher materials on performance management policies and processes every 3 years. In accordance with our values of Respect and Accountability, the university considers performance management as a fundamental skillset required of anyone in a people leadership role.

WILL I GET THE OPPORTUNITY TO OFFICIALLY RESPOND TO THE RESULTS OF MY PERFORMANCE REVIEW?
As a classified or non-classified employee, you will be given 10 business days to respond in writing regarding the results of your performance review, if you would like to do so. If you have concerns you are also encouraged to talk to your supervisor, next-level supervisor, or Employee Relations.

WHEN WILL MY PERFORMANCE REVIEW BE CONSIDERED FINAL?
Your performance review will be considered final 15 business days after it is first delivered to you by your supervisor.

WHERE DO I GO FOR MORE INFORMATION OR TO OFFICIALLY COMMENT ON THE RULE?
This document is a simple summary regarding performance management, and additional details are included in the full text of the proposed BOG rule. The public comment period for this rule runs from July 18, 2017, to August 17, 2017. To review the full text of the proposed BOG rule or to officially provide a written comment please go to policies.wvu.edu.

Update: July 14, 2017

WVU is an EEO/Affirmative Action Employer — Minority/Female/Disabled/Veteran.
CLASSIFICATION AND COMPENSATION

WHAT IS CLASSIFICATION AND COMPENSATION?
Classification is a process where jobs with similar duties and responsibilities are grouped together for the purpose of assignment to a job title and salary range.

Compensation is a strategy that focuses on determining pay for the work that an employee performs. A modern compensation strategy should focus on attracting and retaining the best talent available and recognizing and rewarding high levels of performance and achievement.

WHY DO WE NEED THIS RULE?
With the passing of HB 2542, the University has more freedom to design and administer a fair and flexible compensation program for its classified and non-classified employees. The Legislature required the development of a rule at the local, institutional level. After seeking input from hundreds of employees over a period of several months, the University drafted a progressive classification and compensation rule which is now out for public comment.

WHO IS COVERED BY THIS RULE?
This rule covers classification and compensation for classified and non-classified employees.

WHAT IS THE PROCESS FOR EVALUATING JOBS UNDER THIS RULE?
The university will no longer use the point factor system to evaluate classified positions. Instead, individual job descriptions will be compared to standardized job descriptions to determine the job title and salary range.

IF THE EVALUATION PROCESS HAS CHANGED, SHOULD I ASK FOR A REVIEW OF MY JOB DESCRIPTION?
You do not need to ask for a review of your job unless there is a significant change to your duties and responsibilities.

WILL THE UNIVERSITY CHANGE ITS COMPENSATION STRATEGY?
The University already changed its compensation strategy to a more modern approach. In 2012, the University moved away from the old seniority-based system for classified employees, and established modern salary ranges. In 2015, we introduced merit pay for classified employees, which focused on recognizing high levels of performance. The University's compensation strategy for classified and non-classified employees will continue to focus on attracting and retaining the best talent and recognizing and rewarding high levels of performance.

WHAT ELEMENTS AND FACTORS DETERMINE MY PAY?
Your supervisor and the management in your area, working with Talent and Culture, determine your pay. Your performance, along with other factors such as budget, may impact your pay. In addition to your base pay, a number of compensation elements may also be included in your pay, such as annual increment, incentive pay, or overtime for non-exempt employees.

WILL I STILL GET MY ANNUAL INCREMENT (LONGEVITY) CHECK?
Yes. Annual increment is the additional pay that eligible employees receiving in July based on years of service. HB 2542 did not change the law that requires the annual increment payment.

WILL THE UNIVERSITY PERIODICALLY REVIEW MARKET DATA?
Yes. At least every 5 years, Talent and Culture will undertake a comprehensive study of market salaries, and informal reviews of the market will occur periodically.

WHERE DO I GO FOR MORE INFORMATION OR TO OFFICIALLY COMMENT ON THE RULE?
This document is a simple summary regarding classification and compensation, and additional details are included in the full text of the proposed BOG rule. The public comment period for this rule runs from July 18, 2017, to August 17, 2017. To review the full text of the proposed BOG rule or to officially provide a written comment please go to policies.wvu.edu.

Up-date: July 14, 2017
WVU is an EOE/Affirmative Action Employer — Minority/Female/Disabled/Veteran.
REDUCTION IN FORCE (RIF)

WHAT IS A REDUCTION IN FORCE?
A reduction in force (RIF) occurs when the University must eliminate positions due to circumstances such as budget reductions, loss of funding, reorganization, material changes to the duties or responsibilities of a position, program change/elimination or an emergency that impacts operations.

WHY DO WE NEED THIS RULE?
The law regarding classified employee RIF was nearly 30 years old and required many outdated practices. With the passing of House Bill 2542, the Legislature discarded outdated practices and required the development of a rule at the local, institutional level. After seeking input from hundreds of employees over a period of several months, the University drafted a progressive RIF rule which is now out for public comment.

WHO IS COVERED BY THIS RULE?
This rule applies to classified staff.

WILL RIF HAVE AN APPROVAL PROCESS?
Working with Talent and Culture (HR), the unit supervisor must prepare a RIF plan and go through an approval process. A RIF will require approval from a review committee which will include representatives from the Provost’s Office, Finance and Talent and Culture, with advice from the Office of General Counsel.

HOW WILL MANAGEMENT WITHIN A UNIT DETERMINE WHICH POSITIONS TO ELIMINATE?
Factors for consideration will include:
1. Performance over the previous 24 months, which includes discipline
2. Skills and qualifications
3. Seniority

IF MY POSITION IS ELIMINATED, WHEN WILL MY EMPLOYMENT WITH THE UNIVERSITY END?
There will be a 60 day notice period, prior to the last day of employment.

IF MY POSITION IS ELIMINATED, WILL THE UNIVERSITY OFFER A SEVERANCE PACKAGE?
Classified employees may be offered a severance package based on years of service, not to exceed one year’s base pay. Classified employees in certain positions or situations will not be eligible for severance, including but not limited to, temporary positions and grant funded/contract positions hired after July 1, 2017.

WILL I BE ELIGIBLE FOR REEMPLOYMENT WITH THE UNIVERSITY?
An impacted classified employee who leaves the University in good standing will be eligible for rehire. If the eliminated classified position is refilled within 12 months, the impacted classified employee who previously held that position will be given the right of first refusal, if he or she left in good standing.

WHERE DO I GO FOR MORE INFORMATION OR TO OFFICIALLY COMMENT ON THE RULE?
This document is simple summary regarding reduction in force, and additional details are included in the full text of the proposed BOG rule. The public comment period for this rule runs from July 18, 2017, to August 17, 2017. To review the full text of the proposed BOG rule or to officially provide a written comment please go to policies.wvu.edu.