

## Memorandum

TO: University Deans, Department Heads and Administrative Officials

FROM: Susan H. Carullo *SHC*  
Director

DATE: July 6, 2011

SUBJECT: **Fiscal Year 2012 Pay-for-Performance Increases**

As referenced in Dr. Raymond Greenberg's recent message, the MUSC Executive Leadership has approved pay-for-performance (PFP) increases for fiscal year 2012. Increases of 1%, 1.5% and 2% will be awarded to eligible employees who receive a rating of meets, exceeds or substantially exceeds respectively on the evaluations that are due in SuccessFactors no later than September 10, 2011. The effective dates for implementation are September 25, 2011 (biweekly), and October 1, 2011 (monthly).

### Eligible Employees

The Board of Trustees approved PFP plan includes all classified, research grant, and unclassified non-faculty employees and employees in unclassified titles without faculty privileges.

Probationary employees who began employment with MUSC on or prior to April 1, 2011, will receive the meets PFP increase. Those who began employment with MUSC after April 1, 2011, will not be eligible for a performance increase under this year's PFP plan.

This year, the Provost has authorized faculty PFP increases ranging from 0%-2%. These should be awarded in accordance with normal faculty pay guidelines and contract implementation procedures.

### Effective Dates

- April 1, 2011 – the cutoff date for probationary and newly hired research grant employees. Those probationary and research grant employees hired on or prior to April 1 will receive the meets (1%) PFP increase. Those hired after April 1, 2011, are not eligible for a PFP increase.
- July 1, 2011 – the effective date for any faculty PFP increases that may be awarded.
- August 1, 2011 – the date employee evaluations are due in SuccessFactors.
- September 10, 2011 – the last date to complete employee evaluations in SuccessFactors. If an evaluation is not completed by this date, then the employee will receive a meets by default rating and will receive the 1% PFP increase.
- September 25, 2011 – the effective date for PFP increases for non-exempt (hourly-paid) employees.
- October 1, 2011 – the effective date for PFP increases for exempt (salaried) employees.

**Additional Information**

- Unless otherwise noted, PEAR forms will not be required to implement the PFP for those employees who receive an evaluation in SuccessFactors no later than September 10, 2011. The increases will be automated.
- Employees who are at or near the pay band maximum may be eligible for a lump sum bonus which will equate to the percentage of base pay, according to the performance increase rating, that the employee was unable to receive.
- Employees currently in temporary positions as retired-returned employees who received an evaluation in SuccessFactors may be eligible for a pay-for-performance increase. These increases will not be automated and salary actions (PEAR forms) will be required.

If you have questions or need additional information, please contact Rhonda Richardson at [richardr@musc.edu](mailto:richardr@musc.edu) or 792-2685, or the Compensation Section of Human Resources Management at 792-2683 or 792-4428.

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