The Performance Planning Cycle

April 1, 2008 – March 31, 2009  FY 2008/2009

Objective Setting

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Year-round
April 2008-April 2009
(2008/2009)


Development Planning
Ongoing Feedback
Informal Coaching
Performance Review
Performance Planning

Pay for Performance

BEST PRACTICES:
• Increase determined by performance/merit (Meets or above)
• No cost-of-living or across-the-board increases
• Use survey data to determine merit budget (higher education, healthcare and local organizations)
• Employees rated “Needs Improvement” not eligible for increase in 2008.

Other items to consider:
• Department must remain within budget
• New hires starting on or after April 1 not eligible for merit increase in 2008.
• Employees promoted or receiving other salary adjustment on or after April 1 are not eligible for a merit increase in 2008.
### Comp/Performance Management Calendar

<table>
<thead>
<tr>
<th>September/October 2007</th>
<th>Mid Year Reviews</th>
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<tbody>
<tr>
<td>12/01/2007 - 03/01/2008</td>
<td>Performance Management Training to managers and supervisors</td>
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<tr>
<td>1/1/2008</td>
<td>Managers/supervisors set and communicate Division/Department Objectives</td>
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<tr>
<td>4/1/2008 - 4/30/2008</td>
<td>Performance Review Meetings with employees</td>
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<tr>
<td>5/1/2008</td>
<td>Performance evaluations due to HR</td>
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<td>04/06/2008 - 06/30/2008</td>
<td>HR review of salaries/performance ratings</td>
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<tr>
<td>06/01/2008 - 07/03/2008</td>
<td>Managers/supervisors communicate salary increases to employees</td>
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<tr>
<td>6/21/2008</td>
<td>Effective date for Non-Exempt (Bi-Weekly) employees</td>
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<tr>
<td>7/1/2008</td>
<td>Effective date for Exempt (Monthly) employees</td>
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<tr>
<td>7/4/2008</td>
<td>Non-Exempt employees receive increase on paycheck</td>
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<tr>
<td>8/1/2008</td>
<td>Exempt employees receive increase on paycheck</td>
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Questions

Ronni Beckwith, Compensation Manager
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