Office of the Chancellor
Pennsylvania State System of Higher Education
Procedures and Standards for University Operations

Procedure/Standard Number 2013-16
Nonrepresented Employees Performance and Reward Program

Approved by: *(signature)* **Date**: September 30, 2013
Chancellor

History: In 2000, the Pennsylvania State System of Higher Education (PASSHE) engaged the Hay Group to develop the System's nonrepresented employee performance assessment and compensation plan. Board of Governors' Policy1985-07-A: *Management Performance and Reward Program*, was revised in January 2013, resulting in the development of a manual to promulgate processes and procedures for the administration of PASSHE's performance and reward program for nonrepresented employees.

Revised:

Additional History:

Related Policies, Procedures or Standards: Board Governors' Policy 1985-07-A: *Management Performance and Reward Program*; Board of Governors' Policy 1984-14-A: *Terms and Conditions of Employment of Senior Policy Executives*; Board of Governors' Policy 1983-01-A: *Merit Principles*; Board of Governors' Policy 2011-02: *Nonrepresented Employee Severance Program*; PASSHE Procedure Standard 2011-08: *HR Manual of Commonwealth Management Directives and Manuals*

Key Words/Categories: personnel, finance, social equity and equal opportunity

Additional References:

I.   **Introduction**

BOG Policy 1985-07-A: *Management Performance and Reward Program*, establishes the performance and reward program to promote effective leadership and provide consistent and equitable policy and administrative practices for the employment, classification, compensation, benefits, and performance assessment of the Pennsylvania State System of Higher Education's (PASSHE) nonrepresented (management) employees. This policy pertains to all State System nonrepresented

(management) employees, except as otherwise elaborated or prescribed in Board Policy 1984-14-A: *Terms and Conditions of Employment of Senior Policy Executives.*

II. **Definitions**

    A. **Nonrepresented Employees**: Group of employees absent a right to bargaining collectively.

    B. **Total Rewards Program**: All of the tools available to the employer that may be deployed to attract, motivate, develop and retain employees. They generally include the following elements: compensation, benefits, work-life balance, positive workplace and professional growth and career development programs.

III. **Responsibilities**

    A. The Chancellor is responsible for the development and maintenance of business processes and procedures for the effective administration and management of BOG Policy 1985-07-A: *Management Performance and Reward Program*.

    B. Each university president shall administer a total rewards program for nonrepresented employees within the parameters established in BOG Policy 1985-07-A: *Management Performance and Reward Program,* and the associated business processes and procedures established and maintained by the chancellor.

IV. **Procedure/Standard**

    A. The Office of the Chancellor shall maintain the *Nonrepresented Employee Performance and Reward Manual* to provide business processes and procedures in accordance with BOG Policy 1985-07-A: *Management Performance and Reward Program*.

    B. The *Nonrepresented Employee Performance and Reward Manual* is posted on PASSHE's website at the following location: http://www.passhe.edu/inside/HR/_layouts/15/WopiFrame.aspx?sourcedoc={9EA59802-CEDE-4B52-9F11-F61A6971793F}&file=Nonrepresented%20Employee%20Performance%20and%20Reward%20Manual.pdf&action=default

    C. The manual is reviewed biannually and updated as needed. The portions of the manual that continue practices established in 2000, as recommended by the Hay Group, are of highest priority to be reviewed by PASSHE's human resources officers and will be revised, as necessary.

    D. Implementation: Immediately