



Performance Review Briefing for New Hires

August 19, 2010

Curia II

Performance Review – Heather Sidman

Salary Review – Borys Jurkiw



Performance Review

Employee Relations Department

*Juanita Frazier, ER Manager
Heather Sidman, ER Specialist*

Today's Agenda

Initial Employment Period

- ✓ Process
- ✓ Goal setting

Performance Review Process

- ✓ New Hire – performance review process eligibility
- ✓ Online resources
- ✓ Timeline and forms
- ✓ Performance rating categories

Initial Employment Period: Process

Initial Employment
Period Process



Employee (New Hire)

Division/Section

Employee tracks his/her progress and meets with Manager to update goals as appropriate

Hiring Manager meets with employee to set goals and expectations over 6-mth probation period



Hiring Manager completes 6-mth probation review

retain

Hiring Manager completes initial employment period evaluation form and meets with employee to review goals



release

Hiring Manager contacts Employee Relations to discuss release

Initial Employment Period: Highlights

- Meet with your supervisor to set goals.
- Receiving on-going feedback from your supervisor.
- Review 30-day new hire department checklist items.
- If your supervisor has not had a chance to initiate the process, you are encouraged to schedule a meeting with your supervisor.
- 6-months past your hire date, you will receive an initial employment period form to inform you if your employment has been retained (not part of the performance review process).

Performance Review Eligibility (prorated pay increase)

Hire Date On or After	Hire Date On or Before	Number of Months Credited	Credited Percentage
	July 15th	12	100%
July 16th	August 15th	11	92%
August 16th	September 15th	10	83%
September 16th	October 15th	9	75%
October 16th	November 15th	8	67%
November 16th	December 15th	7	58%
December 16th	January 15th	6	50%
January 16th	February 15th	5	42%
February 16th	March 15th	4	33%
March 16th	April 15th	3	25%
April 16th	May 16th	0	0%
May 16th	June 15th	0	0%
June 16th	July 15th	0	0%

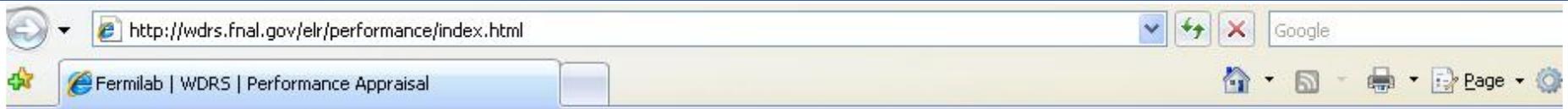
Notations:

(1) Ineligible employees include:

- Temporary, seasonal, or on-call employees whose employment period is less than six months.
- Guest Scientists in "no pay" status (all other Guest Scientists are performance evaluation/pay increase eligible).

(2) A pay increase will be provided to employees who are below the minimum of the next fiscal year's pay range minimum regardless of hire date during the evaluation period.

<http://wdrs.fnal.gov/policies/policy/salaryreview.html>



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- Performance Appraisal**
 - Instructions (pdf)
 - Timetable (pdf)
 - Forms
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 - Q&A
 - Submit a question

Contact

Manager:
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Fermilab Employee Performance Appraisal Process

Fermilab's annual performance appraisal process is now underway. Use the navigation at the left to find the forms, instructions and advice that can help you get the most out of this process.

To do this month: July

[Accomplishment reports](#)



Juanita Frazier

[Review of the performance appraisal process](#)

Juanita Frazier, Employee Relations Manager, wrote this column.

Performance appraisal time is here again.

This process often tops the list of what employees like least about work. By definition, the performance appraisal process involves the evaluation of the quality of your work by others. This part of the

Performance Review: General Timeline

Performance Review Cycle: July 1-June 30

Month	Activity
July	<ul style="list-style-type: none">• Employees write accomplishment reports.• Initial discussions between employee/manager about past year/setting goals*.• Manager completes review documents.• Manager obtains second-level approvals.
August	(Salary review process)
September	<ul style="list-style-type: none">• Managers begin communicating performance/ salary review outcomes to employees
October	<ul style="list-style-type: none">• Deadline for review discussions<ul style="list-style-type: none">• end of first week for non-exempt• end of month for exempt• Review document signed, sent to Employee Relations.

*Note, discussions should be on-going throughout the year.

Performance Review: Forms

- Project Goal/Feedback Form
- Accomplishment Report
- Scientific Accomplishment Report
- Performance Review Form
- Instructions located on Performance Review website:
<http://wdrs.fnal.gov/elr/performance/index.html>

Performance Review: Rating Categories

Does Not Meet Expectations	Meets Minimal Expectations	Fully Competent	Commendable	Excellent	Outstanding
<p>Performance is well below the minimum requirements. Requires immediate review and action including implementation of Performance Improvement Plan (PIP).</p>	<p>Performance leaves room for improvement. Employee requires either additional development in deficient technical areas; or, may be a new hire requiring familiarity with lab processes; or is not responding favorably to coaching for improvement.</p>	<p>Good, solid performance. Fulfills all position requirements and goals.</p>	<p>Good, solid performance. Fulfills all position requirements and goals and may, on occasion, generate results above those expected of the position.</p>	<p>Excellent performance that consistently generates results above those expected of the position. Contributes in an excellent manner to technical and functional innovations.</p>	<p>Outstanding performance that results in extraordinary and exceptional accomplishments with significant contributions to goals of the Department, Division or Laboratory.</p>

Performance Review: Closing

- Contact Employee Relations with any questions

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Salary Review

***Compensation Group
HR Services***

Borys Jurkiw, Manager HR Services

***Compensation Staff:
Kathi Luedemann, Supervisor
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Today's Agenda

- Basics
 - ✓ Job descriptions
 - ✓ Pay structures
 - ✓ “Zone” concept
- Salary Review Mechanics
 - ✓ Who is eligible?
 - ✓ How much money to spend?
 - ✓ How much to increase pay structures?
 - ✓ Salary review distribution matrix
 - ✓ Performance rating tied to matrix
 - ✓ Timeline



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Compensation

Fermilab's compensation philosophy is to attract and retain a workforce contributing to the advancement of the Lab's scientific mission and associated communities. The compensation principles, practices, and programs of the Lab are designed to meet this objective by establishing and maintaining fair, equitable and competitive pay rates. Our goal is to provide practices and methods to contribute to this primary objective.

News & Updates

Compensation Policies

Find information related to pay increases, pay of wages, salary review and more.

[Learn more](#)



Helpful Links

- [Compensation Policies](#)
- [Job Descriptions, Titles & Grades](#)
- [Human Resources Answer Book](#)
- [Glossary of Terms](#)

FAQs and Forms

- [Compensation FAQs](#)

Sample Job Description

JOB TITLE: Technician I

JOB CODE: 051700

SUMMARY OF RESPONSIBILITIES: Under direct supervision and based on apprenticeship level expertise, general experience and/or academic study, provides routine technical support for area of assignment, typically an experimental or support group. Depending on the area of assignment, fabricates, sets up, calibrates, operates, tests, repairs, and modifies a variety of electrical-electronic and/or mechanical equipment, systems and devices, or performs ES&H duties including environmental surveys, waste disposal, and radiological surveys. As assigned, will perform some or all of the following duties:

DUTIES AND RESPONSIBILITIES:

- Fabricates, assembles, installs, and removes a variety of parts, sub-assemblies, controls, and devices for Laboratory projects/equipment in the area of assignment, based on drawings, diagrams, blueprints, schematics, and as instructed. Assists in construction and assembly of experimental and support equipment for area of assignment. Prepares equipment for operation. Assists in testing and calibration of equipment.
- Writes procedures for finished work. Enters relevant work information into a database and/or personal logbook.
- Performs preventive and routine maintenance of equipment, troubleshooting of problems, and repairs as needed. Responds to operational and emergency requirements of the area.
- Conducts periodic safety inspections of area of assignment. Assists with the identification, packaging, and disposal of regulated waste.
- Procures and maintains inventories of small parts, supplies, materials, and equipment for area of assignment.
- Assists in design of equipment and systems for area of assignment. Drives quality in all job aspects.
- Performs other duties as assigned.
- Abides by and is responsible for performing all duties in accordance with all environmental, health and safety regulations, Laboratory policies, procedures and practices pertinent to this position.

Grade: [W-5](#)

Job descriptions are a general statement of duties and responsibilities. The Laboratory may change the job duties and responsibilities at any time. The compensation department compares job descriptions to similar positions inside and outside the Laboratory to determine pay ranges.

Pay Structures (sample)

Exempt (monthly)

Annual Pay Ranges

	Zone 1 Min	Zone 1 Max	Zone 2 Min	Zone 2 Max	Zone 3 Min	Zone 3 Max
<u>A-5</u>	60,300	72,967	72,968	85,633	85,634	98,300

Updated 10/2009

Non-exempt (weekly)

Weekly Pay Ranges

	Zone 1 Min	Zone 1 Max	Zone 2 Min	Zone 2 Max	Zone 3 Min	Zone 3 Max
<u>W-5</u>	645	740	741	834	835	929

Updated 10/2009

* Zones

Mechanics

- Who is eligible?
 - All “regular,” non-union represented
- How much to spend?
- How much to increase pay structures?

Salary Review Matrix

(sample from 2009)

	0	1		2		3		4		5	
Rating \ Zone	Does not Meet Exp	Meets Minimal Expectations		Fully Competent		Commendable		Excellent		Outstanding	
		Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
1	0	0	1.24	1.25	2.49	2.5	3.74	3.75	4.99	5	7.5
2	0	0	0.62	0.625	1.87	1.875	3.12	3.125	4.37	4.375	6.25
3	0	0	0.37	0.375	0.62	0.625	1.87	1.875	3.125	2.5	5

* Performance rating tied to matrix

Salary Review: General Timeline

Month	Activity
Feb-Apr	<ul style="list-style-type: none">• Preparation of pay survey data
May	<ul style="list-style-type: none">• Internal discussion on pay increase levels.
June	<ul style="list-style-type: none">• Recommendation to DOE on increase levels.
July/August	<ul style="list-style-type: none">• DOE approval received and confirmation of targets by Directorate
September	<ul style="list-style-type: none">• Receive rating/pay increase decisions from Lab organizations
October	<ul style="list-style-type: none">• Implement pay increases effective 10/1

Salary Review: Closing

- Contact Compensation with any questions

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Q&A