

To: Supervisors of UMPSA Unit Members

From:

RE: Movement within the Salary Band

The University of Maine System is pleased to announce that it has negotiated with UMPSA the opportunity for our represented salaried employees to move within their assigned salary band based on a pattern of satisfactory assessments over the past four (4) years.

Each unit member's total, continuous, regular service was computed as of June 30, 2007. Four (4) cohort groups were then established placing all unit members with at least two (2) years of service into a cohort. By way of example, cohort one (1) will consist of unit members with service as described above with 5, 9, 13, 17, 21, 25, 29, 33, 37 and 41 years of service. A list of all employees by cohort is posted on the University of Maine System web site at www.maine.edu/----. The University office of Human Resources will have a master list of all cohort groups should you need assistance.

If you supervise a unit member who is in cohort one, you must review their performance assessments over the past four years to determine if they have a pattern of being satisfactory (if no assessment has been completed, the employee is deemed to be satisfactory for that year's rating period). After reviewing the performance assessments, you must fill out the Salaried Employee Assessment Verification Form, which can be found at www.maine.edu/----.

If the employee has a documented record of satisfactory performance, the employee will receive a 3% increase in base salary and you, as supervisor, are to record this on the second box of the Verification Form. If the employee did not receive assessments, the employee is deemed to be satisfactory and you would therefore check the third box, which will also result in the employee receiving a 3 % increase in base salary.

If, however, the employee has failed to produce a record of satisfactory performance, this fact must be entered in the first box on the Verification Form and no raise will be forthcoming. The finding of unsatisfactory performance over a period of four years is significant and calls for a structured program to determine if the employee can perform effectively. It is important that as the supervisor, you note with specificity the areas of deficiency (ies), and what the employee must do to bring their performance up to a satisfactory level. It is important to obtain the assistance of the University Office of Human Resources to develop a plan that might enable the employee to succeed. Employees who successfully

complete performance improvement plans have the opportunity to receive the 3 % upon successful completion of the performance improvement plan.

Should the employee be deemed by you the supervisor to have been extraordinary over the past four years, you may check the last box. In doing so, you must support that believe in writing (you may attach a reply which is no more than two pages). You may also recommend an additional increase, up to 3 % as a reward for the extraordinary performance.

Finally, you must sign and date the form and give it to your Department Head who must review and date it. The Department Head will forward it to Human Resources unless the last box is checked indicating extraordinary performance. If the last box has been checked, the Department Head will forward the form to the campus Chief Administrative Officer's designee for review.

The Verification Form must be completed and forwarded to either Human Resources or the Designee by November 2007, for employees in cohort # 1.