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**REVISION TO POLICY MANUAL – RECOGNITION OF
EXCEPTIONAL PERFORMANCE**

Action Requested: Consider, as a first reading, revising Chapter 4 of the Board of Regents Policy Manual to authorize the institutions to develop procedures to recognize exceptional performance by nonorganized professional and scientific staff.

Executive Summary: In May 2005, the Board approved a pilot program to recognize exceptional performance by nonorganized professional and scientific staff at the University of Iowa. The program was approved for a one-year period. The program allowed for awards for exceptional performance (up to 10% of salary) and SPOT awards (\$75 or less). The University reports that as of March 4, 2006, 64 exceptional performance awards and 103 SPOT awards were given. These are cash awards and are not added to base salary.

Exceptional performance awards totaled \$195,683. The awards ranged from \$300 to \$7,888 with the average being \$3,058.

SPOT awards totaled \$7,525. Award amounts ranged from \$25 to \$75 with average being \$73.

Achievements recognized by the awards include such activities as completion of a major project, sustained exceptional performance, outstanding productivity and revenue generation.

Rather than ask the Board to consider extension of the pilot award program at the University of Iowa, it is felt it would be advantageous to revise the Policy Manual to authorize such programs at the other institutions. Therefore, the following revision to Chapter 4 of the Policy Manual is suggested. The revision would allow each institution to develop its own procedures for recognizing exceptional performance in nonorganized professional and scientific staff.

Pay for Exceptional Performance

The institutions are authorized to develop procedures for approval by the Executive Director to recognize exceptional performance by nonorganized professional and scientific staff.

If an institution chooses to institute such an award program, the number and amount of awards given, gender and ethnic breakdown of recipients as compared to all the eligible staff and examples of achievements recognized will be reported annually as a part of the Human Resources Comprehensive Report.