

**COLLEGE OF PUBLIC HEALTH
FLEXIBLE PAY PROGRAM GUIDELINES FOR NON-ORGANIZED
PROFESSIONAL & SCIENTIFIC EMPLOYEES**

University Flexible Pay Policy

Flexible Pay shall be awarded for extra-meritorious performance that may include rewarding a variety of outcomes and behaviors e.g., project completion, sustained above average performance and revenue generation, etc. There are two types of Flexible Pay: (1) Exceptional Performance Awards, and (2) SPOT Performance Awards. Flexible Pay should not be used as a substitute for providing ongoing base adjustments that assure equitable and competitive salaries.

- All regular, non-organized Professional & Scientific employees are eligible for Flexible Pay.
- An employee must have been employed at the University of Iowa in a regular position for six months to be eligible for an Exceptional Performance Award. There is no minimum employment period required for SPOT Performance Awards.
- An employee must have a current (within past 12 months), exceeds expectations or outstanding performance evaluation on file to be eligible for an Exceptional Performance Award. An exceeds expectations or outstanding performance evaluation (with the past 12 months) is not required for SPOT Performance Awards.
- An employee must have received at least the average July 1st salary increase for the department to be eligible for an Exceptional Performance Award. If an employee did not receive the average salary increase for department due to their current market position, the College may ask for consideration from the Director, UI Compensation and Classification. An employee is not required to have received at least the average July 1 salary increase for the department to be eligible for a SPOT Performance Award.
- Flexible Pay can be awarded at any time during the year.
- All Flexible Pay awards must be approved at the college level. If an award is to be paid in any part by 500 or 510 funds, UI Compensation and Classification will route the transaction to Grant Accounting so they may review the payment request at the time of award is submitted for final approval.
- Flexible Pay will be awarded in the form of a lump sum payment that is not added to the base salary.
- An employee may receive up to 10% of their salary in Flexible Pay for Exceptional Performance Awards per fiscal year. If the recommended amount for any single Exceptional Performance Award is over \$5,000, the recommendation must be reviewed and approved by UI Compensation and Classification. If a second Exceptional Performance Award recommendation for the same employee is received in the same fiscal year, and the cumulative amount is over \$5,000, it must be reviewed and approved by UI Compensation and Classification.
- An employee may receive Exceptional Performance Awards a maximum of two times per fiscal year. An employee may receive no more than four SPOT Performance Awards (\$150 or less) in one fiscal year. Multiple SPOT Performance Awards to the same employee must be submitted be at least 30 working days apart.
- No more than 10% of the College's non-organized Professional & Scientific staff would be eligible to receive an Exceptional Performance Award in a given fiscal year.
- To execute a Flexible Pay program, the College is required to develop Flexible Pay Guidelines which must be reviewed and approved by UI Compensation and

Classification. The guidelines must reflect the components of the University's Flexible Pay Policy as described herein, but may adopt more stringent guidelines.

- No Flexible Pay awards will be approved unless guidelines have been developed and approved by UI Compensation and Classification. A copy of the guidelines will be kept on file in University Human Resources.
- Departments will be responsible for funding Flexible Pay awards.

- **Process**

Exceptional Performance Award:

The supervisor must initiate the nomination form. The nomination form, accompanied by the current annual performance appraisal is forwarded to the DEO or designee for approval/denial. The DEO or designee forwards all nomination forms and attachments to the CPH Human Resources Office. The CPH Human Resources Office will review the request for eligibility, either approve or deny, and forward to the CPH Director of Human Resources for final determination.

SPOT Performance Award:

The supervisor must initiate the nomination form which is then forwarded to the DEO or designee for approval/denial. The DEO or designee forwards all SPOT nomination forms to the CPH Human Resources Office. The CPH Director of Human Resources will review the request for eligibility and make the final determination.

- **Criteria for an award**

Exceptional Performance Award Specific Criteria:

- All awards must be approved at the departmental level before consideration will be given by the CPH Exceptional Performance Award Advisory Committee.
- Nominations will be continuously accepted, and awarded the first of the month following committee review and approval.
- No more than 10% of College of Public Health non-organized P&S staff will receive an Exceptional Performance award in a given fiscal year.

SPOT Performance Award Specific Criteria:

- SPOT awards may be dispersed at any point throughout the year.
- All awards must be approved at the departmental level before consideration will be given by CPH Human Resources.

Revisions 8/26/2021, approved by Compensation and Classification