

PERFORMANCE-BASED RANGE ADJUSTMENTS FOR PROFESSIONAL STAFF

Article XVI (D) of the State-wide Agreement between the State of New Jersey and the Council of New Jersey State Colleges Locals, AFT, AFL-CIO provides as follows: Full-time professional staff employees who meet or exceed the criteria for performance-based promotions (henceforth to be referred to as performance-based range adjustments for WP policy) are eligible to be considered for such range adjustments, which consist of advancement to the next higher title in the employee's title series. The criteria for performance-based range adjustment will be established by the College/University and provided in written form for the understanding of all affected employees. An eligible full-time professional staff employee and/or the employee's out-of-unit supervisor may submit written application setting forth justification for range adjustment to the College/University President or designee thereof. The College/University President shall determine whether a range adjustment shall be granted.

Performance-Based Range Adjustment Program

As required by the above article, the President of the University after discussion with Local 1796 AFT hereby establishes the following criteria and in agreement with AFT Local 1796, provides the following procedures for implementation of the Performance-Based Range Adjustment Program for full-time Professional Staff members of the AFT at William Paterson University.

I. Number of Opportunities

After consultation with the AFT, Local 1796, the President or their designee shall inform the Professional Staff Range Adjustment Committee of the number of performance-based range adjustments available. This shall be announced to the University community by October 1st.

II. Eligibility

- A. Full-time Professional Staff employee on a multi-year contract as defined in Appendix I, Article 1, Section A of the Agreement

- B. The Professional Staff employee has not received a Performance-Based Range Adjustment (formerly known as Performance-Based Promotion) within the last four (4) years
- C. The Professional Staff employee has not received a reclassification within the last four years.
- D. The number of range adjustment awards to which a professional staff member is eligible is dependent on their Title (Classification) at hire or their title (classification) at the time at which they apply for the range adjustment. Each year the administration compiles a Range Adjustment Eligibility List in consultation with the Union.

III. Criteria

A Professional Staff member must present evidence/ documentation in support of the following merit-based criteria:

A. Exceed criteria (be exceptional) in:

1. performance of professional responsibilities as related to their job description and generic job specifications;
2. advancing, through contributions/accomplishments, the mission and vision of the department/unit, division/college and University, in support of the goal of student success;
3. contributing through service and other activities to the purpose and function of the University and the community it serves

B. Meet criteria (be effective) in:

1. Contributing to a positive work environment that strengthens teamwork, supports colleagues, and achieves a service-oriented approach to the work of the department/unit, division/college, or University, thus contributing to the University's goal of student success;
2. Establishing a record of continued professional development or academic accomplishment that has resulted in the improvement in

the delivery of service and/or expertise to the department/unit, division/college, University, or profession/discipline;

3. Outcomes of their agreed upon KPIs (Key Performance Indicators) and/or goals/objectives as stated in their most recent yearly performance appraisal. If applicable, explanations of why outcomes were not met will be taken into consideration.

IV. Application Procedures

An eligible full-time Professional Staff member and/or the employee's non-bargaining-unit supervisor may submit an application on the required application checklist form for Performance-Based Range Adjustments for Professional Staff in accordance with the following procedures:

A. The applicant must develop an online portfolio that includes:

1. job description and job specification that shall be supplied by the University at the applicant's request within ten (10) days,
2. self-assessment statement addressing the criteria listed in Sections III A and III B,
3. three performance appraisals from the employee's personnel file or the online appraisal system, including the current yearly appraisal from the non-bargaining-unit supervisor and the last multi-year appointment appraisal. If applicable, the appraisals will be uploaded to the online portal and do not need to bear a physical signature (but must be time stamped), and
4. substantiating documentation, supplied by the candidate, for the criteria listed above.

B. Substantial additional material (i.e. material not available at time of submission deadline) received by the candidate after submission of required material, may be added to the portfolio prior to the President's review. It is the responsibility of the Vice President's designee to notify the committee members of any additional materials added.

V. Supervisory Review Process

A. The non-bargaining unit supervisor shall review the portfolio and must add their letter of recommendation in the appropriate section. In their review, the supervisor is responsible for making sure that the most recent dated performance appraisal is included. Once the non-bargaining unit supervisor's review is done, they upload their recommendation for the next level of administrative review, which may differ from candidate to candidate, in accordance with established deadlines.

B. The subsequent level of administrative review shall examine the portfolio and add their letter of recommendation in the appropriate section of the online portfolio in accordance with the established deadlines.

C. All recommendation letters and written material included in the portfolio from the non-bargaining unit supervisors and subsequent levels of administrative review concerning the qualifications of an applicant seeking a performance-based range adjustment shall be made accessible to the candidate through the online portfolio process.

VI. Professional Staff Range Adjustment Committee

A. Composition

1. The Professional Staff Range Adjustment Committee shall be comprised of five (5) Professional Staff employees elected at large. Elected representatives must be on multi-year contracts and from different departments/units.
2. Professional Staff employees who are applying for a Range Adjustment are not eligible to serve on the Committee.
3. The Union shall appoint a non-voting observer.

B. Election

1. The Professional Staff Range Adjustment Committee shall be elected through the Senate election process, paralleling the University Faculty Range Adjustment Committee.

2. Following the election, and in keeping with the established deadlines, the President or their designee shall convene the Committee to charge the Committee and give them access to the online applications, at which time the Committee shall elect a chairperson.

VII. Professional Staff Range Adjustment Committee Review Procedures

- A. Prior to the Professional Staff Range Adjustment Committee completing its review of the applications, it is recommended that candidates appear before the committee to discuss their portfolio, and answer questions posed by the committee members.
- B. After reviewing and assessing all applications for performance-based range adjustments of Professional Staff, the Professional Staff Range Adjustment Committee shall provide their recommendations, not to exceed the number of available performance-based range adjustment opportunities in accordance with established deadlines, to the President.

VIII. Presidential Review

- A. The President shall meet with the Committee to discuss their respective recommendations, within two working days of submission of the Committee's list.
- B. After meeting with the President, the Committee shall notify all candidates, in writing, of its recommendations within two working days.
- C. The President submits final recommendations to the Board of Trustees in accordance with established guidelines.
- D. The President shall notify all applicants of their recommendations to the Board of Trustees within seven (7) business days subsequent to their meeting with the Committee.
- E. Claims of violation of procedure by the Professional Staff Performance-based Range Adjustment Committee, the reviewing supervisors or the subsequent administrative level of review must be reported to the President of the College/University by the individual grievant within fourteen (14) days from the date on which such claimed violation took place or fourteen (14) days from

the date on which the individual grievant would have reasonable knowledge of its occurrence. In the event of failure to report the occurrence within such fourteen (14) day period, the matter may not be raised in any later grievance contesting the validity of such committee's recommendation or any action based thereon.

IX. Board of Trustees

- A. The Board of Trustees shall receive in writing the President's list of recommended candidates for performance-based range adjustment.
- B. All candidates shall be notified by the President of the University about the Board of Trustees' performance-based range adjustment decisions.
- C. The performance-based range adjustment decisions of the Board of Trustees are final and not subject to appeal.

X. Implementation

- A. The procedures shall be fairly and equitably applied to all applicants.
- B. Applications shall be considered annually. Awarded performance-based range adjustments shall take effect beginning July 1 of the next fiscal year.
- C. Range adjustments move the professional staff member to the next title in series, such as: Professional Services Specialist IV to Professional Services Specialist III, Assistant Director IV to Assistant Director III, or Administrative Assistant III to Administrative Assistant II, as prescribed in Article XVI, Section D of the Agreement.
- D. Range adjustments for employees in the titles Professional Services Specialist I, Assistant Director I, and Administrative Assistant I shall be limited to one (1) in title. Employees serving in these titles shall receive a one-time, two range increase but remain in the same title. Range adjustments for employees in these titles will not be granted beyond range 29 (26 for 10-month) for Professional Services Specialist I, range 28 (25 for 10-month) for Assistant Director I, and range 26 (23 for 10 month) for Administrative Assistant I. If an individual was hired at any of the above-mentioned positions (PSS I, AD I or AA I) they will be eligible for an additional one-range adjustment only (per Part II, Section E). This would cap their titles as follows: PSS at range 30 (27 for 10-month), an AD at range 29 (26 for 10-month) and an AA at 27 (24 for 10-month).

- E. Either party may request to reopen negotiations in May of each year during the agreement on any procedures related to the agreement. Either of the parties shall notify the other in writing, of its desire to commence negotiations, at least 30 days prior to the start of such negotiations.

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