**Flexible Pay Program Guidelines**

**Required Elements of Collegiate and Division Guidelines**

* **Communication:** Describe how the College/Division will communicate the program to all P&S non-organized staff and other supervisors (please be specific regarding method and frequency).
* **Process:** Describe the College/Division process for evaluation, which includes identifying who can initiate a request for pay and the different review/approval levels. Reviewers and approvers must be named at the College/Departmental level.
* **Overall Parameters:** In what manner will the program differ, that is, be more stringent than the University Guidelines.
* **Criteria for an Award:** List the specific performance criteria to be used to evaluate whether an Exceptional Performance Award or a SPOT Performance Award will be given.
* **Tracking:**  The College/Division will track Flexible Pay Program data and conduct the analyses listed below during the fiscal year.

**Exceptional Performance Awards/Overall** (exclude de minimus SPOT Performance Awards)

* number of awards requested
* number of awards given
* percent of non-organized staff receiving an award
* average dollar amount of award
* average percent of salary of an award
* analysis of awardees based on race and gender relative to your College or Division
* Impact of awards on College or Division's morale, productivity, etc.

**Exceptional Performance Awards/Individual**(exclude de minimus SPOT Performance Awards)

* for award requests declined, primary reason for rejection
* for award requests given, primary criteria for acceptance
* number of awards requested
* number of awards given (maximum 2)
* amount of award(s)
* justification for amount of award(s)
* nature of accomplishment/achievement

**De minimus SPOT Performance Awards/Overall**

* number of awards requested
* number of awards given
* average dollar amount of awards given
* percent of non-organized staff receiving an award
* analysis of awardees based on race and gender relative to your College or Division
* impact of awards on College or Division's morale, productivity, etc.

**De minimus SPOT Performance Awards/Individual**

* number of awards requested
* number of awards given (maximum 4)
* amount of award(s)
* justification for amount of award(s)
* nature of accomplishment/achievement