



## **Pay for Performance Eligibility Update**

All employees in state civil service should receive annual appraisals in accordance with IC 4-15-2.2-36. In addition, working test appraisals are required for classified employees, and early feedback in the form of an appraisal is highly recommended for unclassified employees. See Performance Management Update for the timetable on submitting performance appraisals for the 2018 review period. This document identifies eligibility for performance increases in years when they are authorized. Performance appraisals are effective tools for feedback whether tied to pay increases or not.

### **Eligibility**

Employees who worked at least six (6) months during the review period, are eligible for pay for performance increases for that review period based upon their overall rating. For purposes of this calculation, 6 months' work means consecutive or non-consecutive calendar period(s) totaling 180 days where the employee was either present at work performing duties or absent using accrued, military, family-medical, or new parent leaves. Time spent under Option 3 (using accrued leave in lieu of disability benefits) is also counted as time worked; however, time spent on disability under Options 1 and 2 is not except for any time charged concurrently to family-medical leave.

However, be careful not to treat state employees who are new to your agency (e.g. transfers) as if they are new to state government. Any employee who meets the eligibility requirements – regardless whether they meet them in just one agency or a combination of agencies – must receive an annual appraisal from the agency to which s/he is assigned at the end of the review period.

Classified employees are to receive a Working Test Appraisal at 6 months, along with a decision whether to: (1) grant status in that classification, (2) extend the Working Test, or (3) terminate employment. Unclassified employees are employed “at will” and are not eligible for any additional employment rights at 6 months of employment. It is appropriate and necessary that feedback and coaching is provided to all new employees early in their tenure and throughout the year.

### **Effective Date**

Pay for performance increases will be effective as of January 27, 2019. All pay for performance increases will be effective on this designated date whether or not the affected employee is on leave.