

Outstanding Performance Stipends Guidelines Fiscal Year 2008-09

	House Officers	Grad Asst & Other Academic	Managerial/ Professional	Office/Service
Outstanding Performance Stipend Pool	0.00%	0.50%	0.50%	0.50%
NOTE: Faculty and Administrative Staff are not eligible for Outstanding Performance Stipends; however, they are eligible for Research Excellence Awards.				

I. Budget procedures

- A. State-aided: budget 0.5% of the 2008-09 base salary as displayed on the special unit-wide OPS balancing sheets to be supplied by the Budget Office for the categories shown below. The Budget Office will confirm or supply position numbers as needed. You may budget these amounts on the cost center of your choice.
- B. Non-state-aided: units are to commit a total of 0.5% of their non-state-aided salary "base."
1. In general, outstanding performance stipends are "allowable as part of a total compensation package" on NIH grants.
 2. Administrators are advised to verify that specific sponsors do not prohibit such payments (consult with Sponsored Programs Administration or Sponsored Programs Accounting if you have questions about a particular grant or contract).

II. Award procedures

- A. State-aided: For award purposes, funds from all OPS budget lines may be combined into a single pool. OPS awards should balance to OPS budgeted funds by the end of the award period.
- B. Non-state-aided: OPS awards expensed on grants, contracts and auxiliary centers which bill grants and contracts must be for work actually performed on that grant, contract or auxiliary center. OPS awards may be expensed on discretionary centers in compliance with unit procedures.

III. Human Resources and Payroll Procedures

- A. Stipend Selection Criteria/Process – The Outstanding Performance Stipend is a discretionary award in that units are free to determine the specific criteria, amount, and selection process to be used to award outstanding performance stipends to individual employees. There is no entitlement to an outstanding performance stipend and units have full discretion in establishing procedures and stipend dollar amounts within these general guidelines. Stipends may be granted based on any of the following criteria, or other criteria as established at the unit level:

1. sustained performance exceeding expectations
2. participation in a special project or program requiring exceptional effort
3. contributions to a climate enhancing diversity
4. contributions in the form of suggestions that improve operations
5. acquisition of knowledge or skills that increase ability to contribute
6. participation on a team that exceeded expectations

Administrative units will be responsible for determining the internal decision-making process, the organizational level at which dollars may be pooled, individual increases awarded, and the timing of the award process (see below).

- B. Minimum/Maximum – \$250 minimum/\$2,500 maximum; however, stipends of less than the minimum may be awarded when necessary in order to recognize teams, and/or to address funding inconsistencies (i.e., instances in which funds distribution is not consistent with stipend award recommendations or requirements). In no case may stipends of less than \$200 be awarded without the approval of the Assistant Vice Chancellor, Executive Director of Human Resources.
- C. Mechanics/Operational Process – stipends will be in the form of a one-time payment to be made through the regular payroll process, with regular deductions. The awards will be entered in the payroll system through the completion and submission of a “Recurring or Additional Payment” form for each employee receiving a stipend. Payroll advice forms will contain a separate information line based on a special wage type confirming for the recipient the payment and the amount of the stipend.
- D. Communication to Employees – Each unit will be responsible for communicating with employees regarding the operation of the program within that unit. Individual employees will be officially advised of receipt of a stipend through a letter sent by the employing unit. The format of the notification letter, which may be modified or augmented, is available on the Budget website under Guidelines.
- E. Timing – Outstanding Performance Stipends in FY 2008-09 may be awarded on a one-time basis throughout the period August 1, 2008 to April 30, 2009. Employees may receive more than one stipend during that time frame, provided that the total amount received does not exceed the \$2,500 maximum.

Units wishing to have the stipend award process remain for a specific event may select a more limited and specific time frame or date, within the time frame noted above, for selection of recipients and awarding of stipends.

The Human Resources office will provide assistance to units using either approach.

F. Payroll

1. State-aided OPSs may be charged to the cost object(s) where the employee's salary is normally charged or to a separate state-aided cost center designated by the unit.
 2. Non-state-aided OPSs may be charged to the WBS(s) where the employee's salary is normally charged or to a separate non-state-aided WBS designated by the unit, as long as that center does not charge grant or contract centers. Only work actually performed on grants and contracts is to be charged to those centers.
- G. Eligibility – All Managerial/Professional, Office/Service, Graduate Assistant and Other Academic employees eligible for an Annual Salary Adjustment under these guidelines are eligible for an Outstanding Performance Stipend. Faculty and Administrative staff are no longer eligible for an Outstanding Performance Stipend; however, they are eligible for Research Excellence Awards.

IV. Program reviews

- A. Human Resources and the Budget Office will monitor the OPS program on an ongoing basis and will conduct a comprehensive review and assessment at the conclusion of the 2008-09 program. Specific procedures for balancing budgeted and actual awards will be developed with the assistance of unit administrators.