



OHIO UNIVERSITY

Human Resources

169 West Union St.
Human Resources &
Training Center
Athens, OH 45701

MEMORANDUM

To: Budget Unit Managers

From: Kim Greenfest, Compensation Manager, University Human Resources

Date: April 28, 2003

Subj: Classified Performance Ratings Report

1. As indicated in the previous email to you, supervisors of classified employees in your planning unit should complete the Year-End Performance Evaluations (PM#1 form) and forward them to you no later than May 31st. You may wish to send a reminder to ensure that the reviews come to you, or to your designee, by the due date.

2. Access the following Published Relax Report, "Classified Grade, Rate and Performance."
This report contains information on classified employees' salaries in your planning unit.

3. In the blank column marked "Performance Rating," enter each employee's performance rating with the following values: Exceeds Expectations = 3; Meets Expectations = 2; Falls Below Expectations = 1. If no evaluation was completed by the supervisor, leave blank.

4. In the column labeled "Supervisor," verify the name on the report with that on the evaluation form. If it is different, please add the correct name on the report and highlight or color code it to alert us to correct it in Oracle.

5. Supervisors are expected, by OU policy (40.042) and Ohio Revised Code to annually evaluate employees. Save a copy of the report for your planning unit head to review. It is important that units be aware of employees who do not receive annual evaluations.

6. Forward the spreadsheet as an email attachment to Lee Ervin at ervinl1@ohio.edu, and put the original Performance Reviews (PM#1) in campus mail to "Records, University Human Resources," no later than June 15. If you have any questions, please call Lee at 597-1703, or me at 593-1226.

In December 2002, university executive officers approved a *market-based merit pay plan* for classified employees to be implemented in July 2004. This year is our practice year. You will become more familiar with the type of information in this report as the university moves to more market-based compensation plans. For example, "comp -ratio" shows the relationship of the employee's actual base wage to the market value for that particular position. A comp -ratio of 100% represents the full market value for a position. A comp -ratio less than 80% indicates a salary under the minimum of the pay grade, and greater than 130% represents a salary over the maximum of the pay grade.

I will be at the next B.U.M. meeting scheduled for May 7 at 3:30 in Room 108 Stocker and can answer any questions you may have at that time. Your assistance with this process will facilitate the university's transition to this new pay plan. Thank you.

Cc: Planning Unit Heads