

FY24 Performance Evaluation and Merit Pay Program Frequently Asked Questions (FAQ)

Annual Performance Evaluation Process

Q: What changes should managers expect regarding the FY24 annual performance evaluation?

A: We've updated our evaluation process and have transitioned from Formstack to our new tool, Cornerstone. This platform, also known as Training Nest, hosts our educational modules and training programs. Its user-friendly and efficient nature makes it an ideal choice for our evaluations. For FY24, staff employees will be evaluated based on 8 core competencies.

What Managers Need to Know:

- **Module Access:** Access remains the same, using your existing network login credentials.
- **Employee List:** This will automatically populate in 'Your Action Items' list. If an individual is not listed in the task section, the full list of employees can be accessed via the 'Performance' tab.
- **Progress Tracking:** The platform allows for easy monitoring of progress and completion status.

Q: Who will need to be evaluated using the Cornerstone evaluation tool for 2024?

A: All full-time or part-time benefits eligible staff employees hired prior to 3/1/2024 are required to have a completed performance evaluation on file for FY24.

Q: Will faculty be evaluated through this process?

A: No. Faculty will be evaluated through the F2.08 process.

Q: Where can I find a current list of my employees that need to have an evaluation completed?

A: The list of your employees will populate on your Cornerstone Dashboard, under **Your Action Items** list at the left-hand corner of screen under the red **Events Calendar**.

Q: Once an evaluation is completed, where does it go?

A: The employee and manager can both access the completed review in Cornerstone and either print or save a copy for their records. HR will also save a copy of the document in the employee's electronic personnel file.

Q: What is a competency?

A: Competencies are the acquired abilities that an employee must prove to possess to accomplish their jobs. Competencies are a combination of demonstrated skills, knowledge, behaviors, attitudes and attributes that collectively enable an employee to successfully perform their essential job functions.

Q: Who do I contact if I have a question about performance evaluations?

A: Please send any questions or concerns to dept_hreval@lamar.edu.

FY24 Merit Pay Program

Q: What is merit pay?

A: Merit pay is a component of Lamar University's total compensation strategy that rewards employees for meeting or exceeding performance expectations.

Q: How much is the merit amount for FY24?

A: Employees who are in good standing and meet the eligibility criteria will receive a 3% increase to their base salary.

Q: Who is eligible for a merit increase?

A: To be considered for a merit increase, employees must meet the following criteria:

- Benefits-eligible staff employee (full-time or part-time)
- Hired prior to 3/1/2024 with uninterrupted service
- Direct transfers from a TSUS institution with uninterrupted service
- Successful completion of six-month probationary period
- Satisfactory FY24 annual performance evaluation on file
- Must be in good standing
- No formal corrective action (written warning or above) between 9/1/2023 – 8/31/2024
- Merit increases will be delayed for employees who received promotional salary increases after 3/1/2024

Q: When will merit pay increases be effective?

A: Merit increases will be effective 8/31/2024 for bi-weekly employees and 9/1/2024 for monthly employees.

- Monthly employees will see this reflected on their 10/1/2024 paycheck

- Bi-weekly employees will see this reflected on their 9/23/2024 paycheck

Q: I recently received a salary increase. Am I eligible for a merit pay increase?

A: It depends. Employees who recently received a salary increase due to a market or equity adjustment (and meet the eligibility criteria listed above) are still eligible for a merit increase. Employees who have recently received a promotional increase after 3/1/2024 must wait six months from the effective date of their last salary increase before their merit is applied.

- **Q: Keenan is a monthly employee. A market adjustment was conducted on Keenan's job. He received a salary increase on 5/1/2024. When will Keenan's merit increase become effective?**

A: Keenan will receive his merit increase on 9/1/2024

- **Q: Maya is a monthly employee. Maya was promoted and received a salary increase on 5/1/2024. When will Maya's merit increase become effective?**

A: Maya's merit increase will be delayed until 11/1/2024

Q: I received an overall performance rating of "Needs Improvement" on my FY24 performance evaluation. Am I eligible for a merit pay increase?

A: No, employees with an unsatisfactory performance evaluation (e.g., an overall rating of "not meeting expectations" or "needs improvement") are not eligible for a merit increase.

Q: I am still within my six-month probationary period. Am I eligible for a merit increase?

A: No, employees with less than six months of service are not eligible for a merit pay increase. Employees must be hired prior to 3/1/2024 to be eligible for a FY24 merit increase.

Q: What happens if I am on a leave of absence (LOA) when the merit increases are effective?

A: Employees who meet all eligibility criteria will receive a merit increase when they return to work.