

**College of Agriculture and Life Sciences Request/Approval Process for
Extra-Meritorious Performance Pay (EMPP) Program for P&S Employees**

In 2008, ISU established Exceptional Performance Pay Program Guidelines for P&S Employees. In January 2011, the program was updated and the name was changed to the Extra-Meritorious Performance Pay (EMPP) Program to better define its purpose. Full and detailed guidelines can be found at the “P&S Extra-Meritorious Performance Pay Program” link on the ISU Human Resource Services (HRS) website, <http://www.hrs.iastate.edu/hrs/classcomp>. The College of Agriculture and Life Sciences (CAL S) has updated its EMPP guidelines below. These guidelines are posted on the CAL S Policies and Guidelines webpage: <http://www.ag.iastate.edu/facultystaff/policy/>.

The CAL S request/approval process for extra-meritorious performance pay program for P&S employees is summarized below.

1. Deadlines for submission of “Extra-Meritorious Performance Pay Disbursement Request” forms to the CAL S Dean’s office are:
 - a. **July –Sept with EMPP due September 30**
 - b. **Oct – Dec with EMPP due December 31**
 - c. **Jan – Mar with EMPP due March 31**
 - d. **April – June with EMPP due June 30**

Submitted forms must have completed signature lines from Supervisor and Department Chair/Center Director. Department Chairs and Center Directors may submit requests to the College. All forms must be received in the Dean’s Office (trina@iastate.edu) at 5 p.m. on the deadline dates.

2. All currently employed P&S employees (term or continuous, full or part time) who have been employed in a P&S position at least one year at the time the EMPP is awarded is eligible. A P&S employee may receive an EMPP award only once per fiscal year for an amount up to 10% of his or her base salary. The EMPP is awarded as a taxable lump sum payment and will not be added to the base salary.
3. Requests will be evaluated by the CAL S Administrative Team — Dean, Senior Associate Dean, Associate Dean for Academic and Global Programs, Associate Dean for Extension and Outreach Programs, Communications Director and Fiscal Officer. Once the College has approved the request, the form will be submitted to Human Resources and the Provost Office for their review and approval. The Administrative Team will notify department chairs/center directors on the final decision on all requests, with notification to the employee by the department chair/center director. The requesting department is responsible for initiating the EPA.
4. Costs of performance pay must be funded by the unit submitting the nomination. The nominating unit may request assistance from CAL S to help cover the costs if the unit does not have sufficient funds.
5. As required by the ISU policy, CAL S will track the number of performance pay requests submitted, declined and approved and submit this report annually to the Provost Office.

Extra-Meritorious Performance Pay Program Disbursement Request Form

Purpose: This form is used in support of the Extra-Meritorious Performance Pay Program (EMPP) and required for requests and approval of disbursements.

Eligibility: Any currently employed Professional and Scientific employee (term or continuous) employed at least one (1) year at the time of an award.

A. Employee Information

Employee Name	
Department	
Classification	
Annual Base Salary	\$
Performance Pay*	\$

Univ. ID#	
Major Admin Unit	
P-Grade	
Fund/Account	
Former EMPP recipient	Yes No

*Up to a maximum of 10% of base salary

B. Rationale

Examples of Situations include: completion of a major project or initiative, significant extraordinary effort beyond the fulfillment of all job duties and normal expectations of job (major, key or vital contributions that resulted in significant positive impact or productivity gain), recognition of revenue generation (or the support of revenue generation) or cost savings, extraordinary effort during times of critical need (e.g., meeting a critical deadline that could otherwise have an adverse impact on critical business operations or major project)

Detailed description of employee's contribution:

C. Approvals

Department Chair / Supervisor Signature

Date

Dean / Director Signature

Date

Executive Vice President & Provost/Vice President Signature

Date

Routing: Send completed form to Human Resource Services, Classification/Compensation, 3680 Beardshear Hall