

## **GRO Frequently Asked Questions Updated 11/4/24**

### **1. Are you still eligible for GRO if you receive a retention offer within the last four years?**

Retention offers should be considered on an individual, case by case basis by the supervisor, Unit Head and SAVP. When determining if an employee who received a retention offer should be eligible for GRO, the supervisor should take into consideration the following factors:

- how long ago the retention offer was made; and
- whether the employee has grown and performed at a high enough level since the retention offer was made.

### **2. What constitutes a job change (when does the clock start over)?**

According to the GRO policy, it is possible to receive this reward multiple times throughout the employee's career, but no sooner than four years from the effective date of receiving a previous GRO reward, promotion, or salary adjustment because of a position salary review. The exception to this is that new Division employees (no previous employment within the Division) are eligible for a GRO reward after two complete years of service based on hire date. Therefore, if the employee makes any kind of job change without a salary adjustment, the GRO timeline is not affected.

### **3. Do Staff Chair appointments affect GRO eligibility?**

The administrative stipend awarded as part of the appointment to a Staff Chair position does not affect eligibility for the GRO program. If the appointment to a Staff Chair position also results in a permanent base salary adjustment (in addition to the admin stipend), then the GRO timeline would restart (require four years until the next eligibility).

### **4. How are changes in ranks considered in the GRO Program and timeline?**

The GRO program has no impact on ranks. Ranks will remain the same until further notice for awards made within the GRO program. If an employee changed ranks in the past, or changes ranks due to a change in job, the GRO timeline will start at that point if the rank change also included a permanent salary adjustment. Per the definition in the GRO policy, a promotion under the old career ladder system or a salary adjustment under the old Position/Salary Review policy is considered a "change of position." A change in rank is considered a promotion under the old career ladder system and traditionally includes a salary increase. Therefore, the GRO timeline would start from the rank change date.

## **GRO Frequently Asked Questions Updated 11/14/23**

### **5. What is a “signed” evaluation?**

Signed evaluations are considered the version completed through whatever means was in place at the time. In the most recent cases, those will be the evaluations completed in Workday. Evaluations for CY2019 will be the paper versions signed by the supervisor.

### **6. The GRO application requests a current position description. Where do I find that information?**

Employee position descriptions can be found in Workday. Although the employee cannot access their own description, supervisors can access job responsibilities under the Qualifications tab of the Position Restriction. To find it, visit the worker’s profile and click on the Position number link under Job Details. Contact Human Resources for additional assistance.