

UADA Policy 408.3
Growth Reward Opportunity - "GRO"
For Division of Agriculture Support/Professional Positions

Purpose

Recognizing that employees typically become more valuable to the organization as they gain on-the-job experience, this policy is intended to provide a mechanism to reward that added value. This program is not an equity program; this program is to reward performance / merit and to provide a continuous mechanism for growth opportunities within the same job title. All eligible applications will be considered. However, applying does not guarantee approval. Considerations about budget and Division-wide performance will be made at the administrative level.

Scope

This policy applies to Division employees who are in most appointed positions (**excluded** are the following state titles: Faculty, Graduate/Senior Graduate Assistant, Department Chairperson, District Directors, all VP titles and all titles that report directly to the Vice President and/or Senior Associate Vice President(s)).

Policy

This policy provides an opportunity for an employee to receive a monetary reward when they demonstrate growth/continued growth in their position. Growth is defined as exemplary performance and entails achievement and increased competence, not years of service. The reward is intended to reflect the added value the employee contributes to the Division and is made as an increase to the employee's base salary. The increase is equal to 5% of their current salary (with an annual minimum increase of \$1,500 and a maximum increase of \$4,500). Applications will not be solicited/accepted in any year in which adequate funding is not available. NOTE: the minimum and maximum will be pro-rated for any employee with less than 100% appointment.

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. NOTE: any formal disciplinary action (defined as Written Warning or Suspension) within the prior four years will render an applicant ineligible.

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To be considered for this reward, the employee must submit the completed "Intent to Apply" form to HR and then their immediate supervisor for review / confirmation of eligibility and support of application. Once the confirmed eligibility and support is received from HR and the immediate supervisor, the applicant may submit the completed "Intent to Apply" form plus their full GRO application packet to their Unit Head for consideration. Availability of the Intent to Apply form and instructions for submitting the completed application packet will be announced annually when the GRO application period opens.

The application **REQUIRES** the support of the immediate supervisor, acknowledging the growth described therein. The "Intent to Apply" form must be dated and submitted no later than December 1. If either HR or the immediate supervisor does not support the application, it may not move forward and is returned to the applicant with explanatory comments. If supported, the signed Intent to Apply form and fully-completed application packet are due to the Unit Head by December 15.

Applications approved at the unit level will be forwarded to the Senior Associate Vice President or Vice President's office, whichever is appropriate, by January 15, where support of the appropriate executive office will be sought. The appropriate executive office will be determined based upon the employee's responsibilities. Any application not supported by the required executive office will be returned to the employee with an explanation of the lack of support. A response to the employee will be given by March 15. If approved, the increase will be implemented on July 1. Approval of GRO will have no impact upon the current position ranking, if applicable. Current rankings will stay as is.

Previous Versions: July, 2023