

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

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 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)).

This policy provides an opportunity for an employee to receive a monetary reward when they can 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 a 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 receiving any previous reward or change of position*. The exception to this is that new Division employees (no previous employment within the Division) are eligible for this reward after two complete years of service. NOTE: any formal disciplinary action (defined as Written Warning, Reprimand, or Suspension) within the prior four years will deem an applicant ineligible.

To be considered for this reward, the employee must submit an application (template attached). This application **REQUIRES** signatures of their immediate supervisor and unit head, acknowledging the growth described therein, and identifying the source of funding for the reward. It is due to the supervisor by December 1 and to the Unit Head by December 15. If either the supervisor or the unit head does not support the application, it may not move forward and is returned to the applicant with explanatory comments. Applications approved at the unit level will be forwarded to the appropriate 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 February 15. The increase will be implemented on July 1 each year. Approval of GRO will have no impact upon the current position ranking, if applicable. Current rankings will stay as is.

*For purposes of this 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."

GRO Application Cover Sheet

Name of Applicant:

Department/Unit:

Current position appointment date:

Date of last GRO award (if any):

Supervisor's Name:

The full application packet should include the following attachments:

- This cover sheet, with the above information completed.
- Current Position Description
- Narrative describing your growth in this position (since appointment or previous GRO award)
Please provide a brief narrative (no more than 500 words) describing how you have grown in this position. This should only contain growth that has been made since appointment to your current position or since your last GRO Award (if any). There is no standard formula used, but common areas in which growth occur include (but are not limited to): Planning, Training/Assistance, Innovations, Committee Work, Honors/Awards, Professional Development, Professional Organizations, Presentations.
- Signed evaluations from the last four years of employment within the Division of Agriculture.
- Any previous GRO application(s) with final result(s) noted.

Supervisor: Approval / Denial _____ Date: _____

If denied, please specify why: _____

Unit Head: Approval / Denial _____ Date: _____

HR Review of Eligibility: Eligible / Ineligible and reason _____

The complete application (including the cover sheet) must be in PDF Format. Hard copies will not be considered. Email the completed packet to your immediate supervisor no later than December 1.