

FY 2020 PERFORMANCE INCENTIVE

Purpose	<p>To incent TTUHSC staff team members to improve performance through the use of the values-based culture Quarterly Coaching Plan (QCP) process</p>
Eligibility Criteria	<ul style="list-style-type: none"> • Staff team members employed on or before March 31, 2019 • Complete at least one Quarterly Coaching Plan (QCP) See (Values based Culture Field Guide Tools) • Complete at least one Progress Review Session with your supervisor showing documented improvement of goals on your QCP¹
Ineligible	<ul style="list-style-type: none"> • Team members who have not completed a QCP and Progress Review Session • Supervisors who have not completed coaching sessions of their team members or have no Progress Review Sessions completed for their team members
Funding	<p>During the FY 2020 budget prep cycle, each department will designate 2% of salaries of eligible staff team members for a pool to be used to pay performance incentives.</p>
Distribution Process	<ul style="list-style-type: none"> • The Budget Office will provide reports to be used during the budget prep cycle for the performance incentive. They will be available on May 20, 2019, when the Budget Prep System opens. • Each supervisor will control the distribution of the pool to their direct reports. Supervisors may designate the default amount, more or less depending on quality and significance of the improvements documented on the Quarterly Coaching Plan. • The total distribution may not exceed the supervisor’s total allocation. • Next higher supervisor, or above² will review and approve to ensure consistent performance standards and avoidance of favoritism in the process. • In the event a supervisor does not distribute their entire pool, those additional funds will be swept up to the next higher supervisor for distribution to others.

¹ Team members who receive other salary increases for equity adjustments, reclassification or promotion *are* eligible for the performance incentive.

² The intent of the approval process is to empower the decision to the lowest appropriate level. We want to develop supervisors to make decisions that have increasingly more responsibility and risk. Departments may choose to withhold that authority to a higher level.

**Points of
Contact**

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