

Title: #IV-16. Performance-Based Salary Increases for Staff at WVU Parkersburg

Date: September 22, 2025 (Replaces version dated June 27, 2011)

According to the Salary Policy of the WVU Parkersburg Board of Governors ([Policy B-29](#)), annual salary increases for non-classified staff shall be based on annual performance evaluation outcomes, and, for classified staff, *may* be based on annual performance evaluation outcomes consistent with the rules and directives of the WV Council for Community and Technical College Education and provisions of State Code. The procedures for annual performance appraisal of classified and non-classified staff are described in Answer Book [#IV-14](#). Annual salary increases shall be contingent upon available funding.

WVU Parkersburg recognizes the importance of employee performance in the fulfillment of the college's mission. To reward meritorious performance, performance-based salary increases shall be based on the performance indicators described in Answer Book #IV-14:

Collaborates - Builds partnerships and works collaboratively with others to meet shared objectives.

Communicates Effectively - Develops and delivers multi-mode communications that convey a clear understanding of the unique needs of different audiences.

Customer Focus - Builds strong customer relationships and delivers customer-centric solutions.

Drives Results - Consistently achieves results, even under tough circumstances.

Ensures Accountability - Holds self and others accountable to meet commitments.

Optimizes Work Processes - Knows the most effective and efficient processes to get things done, with a focus on continuous improvement.

Plans and Aligns - Plans and prioritizes work to meet commitments aligned with university goals.

Self-Development - Actively seeks new ways to grow and be challenged using both formal and informal development channels.

Two additional competencies for Supervising staff:

Develops Talent - Develops people to meet both their career goals and the college's goals.

Manages Conflict - Handles conflict situations effectively, with a minimum of noise.

Rating System

Assigning point values to the performance rating criteria and adding those values allow administrators an objective way to determine an individual's performance-based salary increase. Employees may be given up to the points noted for each of the standards. The assigned performance rating criteria and their point values are as follows:

4 - Sets a new standard - Consistently exceeds expectations and delivers to the goals of the position or consistently delivers beyond the goals of the role. Influences others to perform better

3 - Often exceeds expectations - Regularly exceeds expectations. Requires little to no additional direction to achieve the core goals of the role.

2 - Consistently meets expectations - Consistently meets expectations and sometimes exceeds expectations. Achieves most core goals for the role.

1 - Needs Development - Does not consistently meet expectations that are appropriate for the position. Additional direction and support are needed. Willing or able to improve but lacks results required for this role.

0 - Does Not Meet - Performance fails to meet minimum position requirements; employees lack skills required or fails to utilize necessary skills.

Individual point totals may range from zero (0) points to 32 points depending upon the ratings awarded in all eight (regular staff) or ten (supervisor), areas of evaluation.

The dollar value per point will be determined each year by dividing the funds available in the salary increase budget for performance-based increases by the total number of employee points, as applicable.

The dollar value per point will be applied to individual employee point totals to determine employee performance-based salary increases.

Responsible Administrator: Executive Director Human Resources, 304-424-8212