

Advancement to the 12th & 13th Step

William Paterson University – Professional Staff

Pursuant to the 2023-2027 State of New Jersey & Council of New Jersey State College Locals Collective Negotiated Agreement (“CNA”), William Paterson University, will award Professional Staff the 12th and 13th Salary Step increment as warranted by performance.

To ensure a fair and equitable process and good stewardship of resources, this assessment will be informed by evidence from the staff member’s most recent overall performance rating, as well evidence of unsatisfactory performance subsequent to the performance evaluation.

Effective Date of Increment

If warranted, movement to the 12th or 13th step salary increment will take effect on the professional staff member’s anniversary date, or the date provided in the (CNA).

Determination that Performance Does Not Warrant the Step Increment

A Manager will determine that a staff member’s performance does not warrant the step increment if:

- in their most recent performance appraisal, they receive an overall performance review rating of:
 - *still developing/inconsistently achieves results* or
 - *does not fully meet expected results.*
- Or they are currently on a performance improvement plan.

A letter from the Manager as to whether the increment is warranted by performance will be provided by the third Monday in May.

Request for Review

If the Manager determines that the staff member’s performance does not warrant the step increment:

- The Manager’s letter must include reasons for the denial of the salary step increment.
- The staff member may request a meeting with the Manager within 7 business days of the Manager’s determination for reconsideration of the Dean’s denial and provide additional evidence of performance.
- The Manager must schedule a meeting with the staff member within 7 business days from the date staff member requests a meeting.
- The Manager will review the new evidence provided and issue a determination on the reconsideration request within 7 business days after the meeting.
- If the Manager determines that the staff member’s performance is now satisfactory, the Manager will recommend approval of the previously denied increment. Approval by the Divisional Vice President is required.
- If the Manager determines in the reconsideration that the salary step increase remains unwarranted, the staff member may be considered the following year.

The Professional Staff Performance Appraisal timeline is published online.