St. John’s University  Human Resources Policy Manual
New York

Exceptional Performance Award

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<th>Section: Compensation</th>
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<td>Responsible Office: HR/Compensation</td>
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**Scope**

All full-time and regular part-time administrators and staff who are in active working status and who participate in the PFP program are eligible for nomination to the program. All awards are discretionary and no employee will be “entitled” to an award.

**Policy**

The Exceptional Performance Award is intended to encourage on-going exceptional performance levels by an individual during the year in review as defined in the Partnership for Performance program. The goal is to reward and retain outstanding talent.

Specific guidelines and award criteria are addressed in the program’s current plan document. Some of the factors for managers to consider include the following:

1. The Exceptional Performance review period is consistent with the PFP review period.
2. The individual should have consistently demonstrated exceptional performance during the PFP performance period. A 4.0 or above will normally be the minimal threshold for consideration for an award. Any exceptions for consideration require the approval of the Executive Vice President or Provost.
3. The individual should excel in results against objectives, role model demonstration of the values, and excel in behaviors consistent with the competencies defined in PFP. Exceptional performance in all three categories is another factor for consideration.
4. An individual’s demonstrated potential for continued growth and mobility within the University may also be considered when determining award eligibility and recommendations.
5. Total compensation relative to external market data and internal positioning may be considered in determining award eligibility and amount.

In order to be eligible for an Exceptional Performance Award, employees must participate in PFP and be in active working status on the payroll of St. John’s at the time that the award is paid. Employees who have resigned, retired, or been terminated are ineligible for an award. In addition, prorated award payments will not be made to employees who resign, retire or are terminated during the year. Employees whose positions are funded by external sources (i.e. grants and contracts) may not be eligible for certain University-funded compensation programs.

St John’s University reserves the right to modify or cancel any of its award programs at any time, without advance notice.