Jackson HEALTH SYSTEM
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Transition to Annual Focal Performance and Merit Review

FAQ for Non-Union Employees

Q: What is changing and why?
A: JHS will move from an automatic anniversary merit increase to a performance-based annual focal merit process for employees in Company 300. This aligns pay increases with performance and helps reward top contributors.

Q: When does the new process start for me?
A: New focal merit increases will begin with the new FY27 performance evaluation cycle. The respective merit increase based on that cycle will be effective in the second paycheck in November annually. The automated anniversary merit stops on September 30, 2026. Employees with Meets Standard and above will be eligible for merit increases.

Q: If I have a scheduled anniversary merit between now and Sept 30, 2026, what happens?
A: Any planned merit between now and Sept 30, 2026 will be processed as scheduled, provided you are not at the maximum of your pay range.

Q: Who is eligible for the company 300 focal merit increase?
A: To be eligible you must: be in a Full Time Status in Company 300 and be actively employed as of the paycheck date the merit increase is effective (the second paycheck in November). Employees in Grant, Part-Time and Per-Diem status and non-union interns/fellows are not eligible.

Q: I was hired/rehired in the middle of the fiscal year. Am I eligible?
A: If your adjusted hire date occurred after April 1, you are not eligible for that year's cycle. Promotions or demotions within Company 300 remain eligible.

Q: What if I'm on leave during the review or pay period?
A: Eligibility depends on your employment status during the pay period for the second paycheck in November. If you are not in an eligible active status during that pay period, you will not receive a focal merit increase for that cycle. Specific leave scenarios (FMLA, medical, parental) will be handled per HR policy; contact HR for case-by-case guidance.

Q: How are ratings determined?
A: Ratings come from the finalized performance review in wePerform. Your leader provides a rating after reviewing three things: your goals, your job skills and behaviors, and evidence of results (projects, metrics, outcomes). Leaders use these inputs to select the rating that best reflects your overall performance for the review period.

Q: How will the merit increase appear in my pay?
A: For most full-time employees, the rating percentage is applied to base pay in Infor. If your salary is near or at the pay range maximum, the increase is handled as follows:

- Near maximum: Part of the increase raises your base up to the range max; the remainder is paid as a lump-sum bonus.

- At maximum: The full percentage is paid as a lump-sum bonus (pay code MIB). Lump sums are taxed and processed through payroll.

Q: When will the lump-sum (MIB) be paid?
A: Merit increases (base adjustments and any lump-sum MIB payments) are processed so the effective date is the second paycheck in November annually.

Q: What if I can't access wePerform?
A: Contact the HRIS support or HR Connect for assistance.

Q: Who do I talk to if I disagree with my rating or merit outcome?
A: First discuss with your manager. If unresolved, follow the formal escalation path with your HR Business Partner or HR Connect.

Q: What happens if my evaluation is completed after October 30?
A: Late evaluations will be captured and processed independently and only if approved by Executive Leadership team for your facility. Timely completion by October 30 is required for standard processing. Managers must finalize reviews by the deadline to avoid delays.