



<b>POLICY TITLE</b>	Performance Evaluation for Staff Employees	<b>Policy Number</b>	331
<b>Section</b>	Human Resources	<b>Approval Date</b>	June 21, 2012
<b>Subsection</b>	Conditions of Employment	<b>Effective Date</b>	June 20, 2012
<b>Responsible Office</b>	Office of the Vice President of Planning, Budget, and Human Resources		

### 1.0 PURPOSE

**1.1** Performance evaluation is an essential component of performance management that assists supervisors in communicating expectations, providing feedback, planning work, acknowledging contributions, and planning professional development and training activities for university staff employees. This policy acknowledges the institutional support for performance evaluation for university leaders serving in supervisory and managerial roles; articulates expectations regarding the University's performance evaluation process; and provides the framework for a system that supports each employee's growth and development in alignment with unit, department, and university goals.

### 2.0 REFERENCES

**2.1** *Fair Labor Standards Act (FLSA)*

**2.2** UVU Policy 156 *Grievances*

**2.3** UVU Policy 302 *Staff Hiring*

**2.4** UVU Policy 334 *Probationary Period for Staff Employees*

**2.5** UVU Policy 371 *Corrective Actions and Termination for Staff Employees*

### 3.0 DEFINITIONS

**3.1 Benefits-eligible:** Positions in which the employee is eligible to enroll in University medical, dental, and retirement benefit programs.

**3.2 Exempt employee:** The classification of employees, excluding faculty and executives, who are exempt from the wage and hour provisions of the *Fair Labor Standards Act (FLSA)*.



**3.3 Feedback session:** A regularly scheduled meeting between supervisor and employee to review and/or assign projects, and/or objectives; to provide encouragement; to address problems or identify barriers to success; to formulate corrective actions, if needed; and to assist the employee to identify ways to improve performance, as well as ways in which the supervisor may support any improvement.

**3.4 Nonexempt employee:** The classification of employees who are paid either by a wage rate or by a salary that is based on a per hour wage rate and who receive time and a half for hours worked beyond 40 hours a week in compliance with the *FLSA*.

**3.5 Performance evaluation:** A written analysis of an employee's performance covering a specific period of time.

**3.6 Performance management:** A management process for ensuring that employees' work efforts, skills, and behavior are in alignment with position description and performance expectations.

**3.7 Probationary period:** The period of initial employment that provides the employee and the University the opportunity to assess the employee's ability to perform the duties and fulfill the responsibilities of the position.

**3.8 Supervisor:** A university employee charged with responsibility for managing others' performance, including conducting performance evaluations.

## 4.0 POLICY

**4.1** Supervisors shall conduct performance evaluations at least once a year with all benefits-eligible, nonexempt and exempt staff employees who have completed their probationary period. The performance evaluation process must be conducted in a fair and consistent manner.

**4.2** The University's Human Resources office shall provide oversight and management of the performance evaluation process, including support and training supervisors and employees participating in performance evaluations.

## 5.0 PROCEDURES

### 5.1 Evaluation Cycle

**5.1.1** Performance evaluation is an ongoing process that results in a year-end review. A midyear review is optional.

**5.1.2** The annual evaluation cycle typically covers a 12-month period. It begins the first day of January and ends the last day of December of each calendar year.



**5.1.3** Annual performance evaluations must be completed by March of the year following the 12-month period and consists of the completion of a performance evaluation form by both the employee and supervisor.

**5.1.4** The supervisor discusses the employee's evaluation with the second-level supervisor prior to meeting with the employee to discuss performance.

**5.1.5** At the time of the performance evaluation discussion, the evaluation is signed by the supervisor and employee. The employee's signature indicates the employee has read the form, but does not necessarily indicate the employee's agreement with its content. The evaluation is then sent to the second-level supervisor for signature.

**5.1.6** Where areas for improvement in a staff employee's performance are identified, the supervisor and the staff employee shall develop a plan for improvement and work together to meet the plan's provisions.

## **5.2 Responsibilities**

**5.2.1** Vice presidents, deans, and department chairs will ensure that all supervisors within their respective areas 1) conduct performance evaluations with their staff employees; 2) receive training to conduct performance evaluations in compliance with this policy; and 3) receive an evaluation regarding their management of performance.

**5.2.2** Supervisors will participate in the evaluation process by 1) conducting an annual performance evaluation with each of their staff employees; 2) following the prescribed university procedures for conducting annual performance evaluations; 3) ensuring the employee has a current position description and a clear understanding of his or her responsibilities; and 4) completing a year-to-date evaluation for their staff employees when the employee is transferring to a different position on campus or the supervisory responsibilities with the employee have changed during the evaluation period.

**5.2.3** Staff employees will participate in the evaluation process by 1) following prescribed University procedures for conducting annual performance evaluations; and 2) seeking clarification about their duties, responsibilities, and/or expectations; and 3) improving their performance and their own development as required.

## **5.3 Appeal Process**

**5.3.1** An employee who feels strongly about differences in the supervisor's evaluation and his or her own perception of his or her performance are encouraged to have follow-up meetings with the supervisor to resolve concerns. An employee has the right to add a written rebuttal to the



annual performance evaluation if he or she does not agree with the supervisor's assessment of performance.

**5.3.2** An employee who disagrees with an annual performance evaluation and cannot resolve the disagreement with the supervisor can appeal to the second-level supervisor for a review of the annual performance evaluation. Such appeal must be submitted in writing to the second-level supervisor within 10 working days of the performance meeting between the employee and supervisor.

**5.3.3** Upon receiving an employee's written appeal, the second-level supervisor shall discuss the employee's appeal with the supervisor and the employee. Following the discussion, the second-level supervisor, in consultation with the Associate Vice President of Human Resources, or designee, shall provide the employee a written response to the appeal within 10 working days of receiving it (a copy of the written response must be sent to the supervisor). The second-level supervisor's response may provide an alternative solution to resolve the concerns or let the evaluation stand as completed. The second-level supervisor's decision shall be final.

**5.3.4** Employees who may perceive that their individual rights have been violated with respect to the performance evaluation process or that they have been treated unfairly or in a prejudicial manner may file a grievance following the procedures outlined in UVU Policy 156 *Grievances*.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity