

EXECUTIVE SUMMARY:

Policy 331 *Performance Evaluation for Staff Employees*

Date:	August 9, 2024
Sponsor:	Marilyn Meyer
Steward(s):	Drew Burke
Policy Process:	Regular
Policy Action:	Revision
Policy Office Editor:	Click here to enter the name of the Policy Office embedded editor.
Embedded Attorney:	Cathy Jordan

Issues/Concerns (including fiscal, legal, and compliance impact):

The current policy has not been updated since 2012, and several key areas must be addressed: (1) The policy will be updated to align with current practice because our operations and practices have evolved. (2) The revisions will reduce risk by eliminating inefficiencies and ensure compliance between our practice and policy. (3) A clear, up-to-date policy will help leaders and staff better understand their roles and responsibilities, enhancing employee engagement. (4) The revisions will remove redundant and outdated information to reduce confusion and lead to improved outcomes.

Suggested Changes:

1. Section 2.0 References and Section 3.0 Definitions: The information in these sections will be updated or removed for relevancy and accuracy. Some examples of changes made to this policy include references to
 - Policy 156 *Grievances*, which has been deleted
 - The outdated title for Policy 371
 - Definitions for benefits eligible, exempt employee, and non-exempt employee—none of which are relevant to the policy or process
2. Section 5.0 Procedures: This section will be updated in several ways. Some of the more essential ways are
 - Changing the annual review period in the policy to coincide with the fiscal year, not the calendar year
 - Including guidance for supervisors and employees who have changed positions during the annual review period, which supervisor is responsible for the review, handling changes to goals, and handling changes to reporting structures
 - Removing references to forms and hand signatures that are no longer used

- Updating the appeal process, which is now completed in the system
- Including references to UVU retaliation and discrimination policies for employees who believe either may have occurred as part of their annual review
- Including procedures to handle FMLA and military leave that occurs during the annual review period
- Including procedures for requesting an accommodation to participate and complete the process

Requested Approval from President's Council: Stage 1 Regular Policy Process

Proposed Drafting Committee: Victoria Lyons, Anthony Garcia, Cathy Jordan, Drew Burke

Target Date for Stage 1 Draft to Enter Stage 2: 9/12/2024

Target Date for Board of Trustees Review: 12/2/2024