

Performance Management Plan

Original Implementation: July 14, 1998

Last Revision: January 30, 2018

The purpose of the Performance Management Plan is to maximize employee work efforts to achieve university, organizational and individual objectives through the active participation in the goal-setting process; to ensure that all employees receive a timely and objective review of their job performance each year; to identify employees whose job-related performance and conduct does not meet established objectives or contribute effectively to the university; and to ensure that job performance is measured effectively for compensation purposes.

This policy applies to all non-faculty employees, excluding academic department chairs, deans, library director, charter school teachers, and all coaches at Stephen F. Austin State University that have completed their initial employment probation prior to the beginning of the annual evaluation period. However, all categories listed as an exemption shall have some form of evaluation system, but are not governed by this policy. This policy also does not apply to positions which require student status, casual employees, or employees working less than 50% FTE. Employees must be evaluated to be eligible for merit increases.

Human Resources (HR) oversees the performance management plan to include development of applicable forms, retention of completed evaluation plans and establishing guidelines for evaluating employees' performance.

Documentation

The review plan for each employee should be free from discrimination including race, color, religion, sex, age, national origin, disability, genetic information, citizenship or disabled veteran status according with Equal Employment Opportunity (EEO) law. Additionally, Stephen F. Austin State University prohibits discrimination on the basis of sexual orientation, gender identity, and gender expression. Supervisors may not consider the employee's use of federally protected leaves, such as Family Medical Leave, against the employee during the evaluation. For further clarification, please contact human resources. Each supervisor will be held responsible for ensuring the review is fair, objective, accurate, and honest and discussed with the employee. Supervisors are also responsible for ensuring consistency of application within their departments. Reviewing supervisors are responsible for ensuring compliance with EEO law.

Compensation Actions

Merit pay increases, general pay increases, and all other compensation actions are to be consistent with the level of employee's actual job performance. Merit increases are to be withheld for employees who had an overall rating of "needs improvement" or "unsatisfactory"

and therefore are not fully effective in their job performance. Administrative leave is to be withheld for employees who receive a rating of less than acceptable in any evaluation factor.

Cross Reference: None

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: Performance Management Plan and Review (Available on the Internet)

Board Committee Assignment: Academic and Student Affairs