

# Performance Management Plan

**Original Implementation:** July 14, 1998

**Last Revision:** January 27, 2015

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. However, all categories listed as an exemption above shall have some form of evaluation system, but are not governed by this policy. It 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.

## Procedure

The process of job performance evaluation should include the following steps:

1. Set and communicate job expectations at the start of the review period. Use the employee's job description to review the expectations of the job. If the job description needs revision, contact human resources for assistance.
2. Provide ongoing coaching and counseling during the review period and document significant discussions regarding positive achievements and needed improvement in regard to job performance or conduct.
3. Conduct the annual performance review at the end of the review period.
4. The reviewing supervisor must review the employee's evaluation to ensure the first line supervisor has complied with EEO law.

## Annual Performance Review

Evaluate the employee's performance for the entire review period. Determine whether or not the employee has met expectations established at the beginning of the review period and which were based on the employee's job duties.

Evaluate how the employee's performance was consistent with the appropriate performance values.

Describe any areas in which the employee needs to improve. Specific results should be addressed

and documented.

Summarize and evaluate the employee's overall performance. After completion of the evaluation and the appropriate approvals, the original form should be sent to human resources and copies given to the employee and supervisor.

### **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. 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 are rated "needs improvement" or "unsatisfactory" and therefore are not fully effective in their job performance. The immediate and reviewing supervisor should discuss related actions with human resources before taking such steps to ensure appropriate documentation.

### **Interpretation**

Questions regarding the interpretation of this policy should be referred to the director of human resources. The forms and format used in this process may be modified for unique circumstances upon the review and approval by the director of human resources.

**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