

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Performance Management Plan

Policy Number: 11.20

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/27/2015

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): Provides guidelines on conducting performance evaluations.

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Some procedural content was removed from the policy. Language was added to expand discriminatory categories to include sexual orientation, gender identity, and expression. Language indicating a disqualifier for administrative leave based upon the performance evaluation was also added.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Loretta Doty, Director of Human Resources
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Performance Management Plan

Original Implementation: July 14, 1998

Last Revision: ~~January 27, 2015~~ 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 ~~above~~ 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.

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.~~

~~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. *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* ~~are rated~~ "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.* ~~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