



Performance Management Plan

Purpose

This policy establishes that the university will utilize a performance management plan to evaluate employee work efforts annually.

Persons Affected

This policy applies to all classified and administrative and professional (A&P) employees at Stephen F. Austin State University that have completed their initial employment probation prior to the beginning of the annual evaluation period. Positions that are excluded include academic department chairs, deans, library director, charter school teachers, all coaches, and positions reporting directly to the Board of Regents. 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.

Policy

The goal of the performance management plan is to maximize employee work efforts to achieve university, organizational and individual objectives through 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.

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

Procedures

A. Documentation

The review plan for each employee should be free from discrimination including race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship, or veteran status. 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. The reviewing supervisor must complete their review prior to meeting with the employee.

B. Compensation Actions



Employees must be evaluated to be eligible for merit increases. Merit pay increases, general pay increases, and all other compensation actions are to be consistent with the level of an employee's actual job performance. Merit increases are to be withheld for employees who had an overall rating of less than acceptable 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.

Related Statues or Regulations, Rules, Policies, or Standards

Regents' *Rules and Regulations*, Rule 60501, Employee Evaluations

Responsible Executive

Vice President for Finance and Administration, Director of Human Resources

Forms

Performance Management Plan and Review (Available on the Internet)

Revision History

September 1, 2023 (original)