

Last Updated: February 27, 2018
Last Reviewed: December 13, 2017
Next Review: July 1, 2019

Policy Summary

The purpose of this policy is to establish a consistent performance management process that provides the University of Wisconsin-Whitewater (UW-W) university staff employees with clear objectives, ongoing and valuable feedback, and professional development. The goal of this process is to ensure that employees' job performance is in alignment with UW System and UW-W missions, values, and objectives.

Policy Considerations

This policy applies to all university staff employed by UW-W. It should be read by university staff employees, all unit heads and administrators, direct supervisors, directors, deans, and vice chancellors. All units of the university which employ university staff are affected by this policy.

Definitions

Please see UPS Operational Policy GEN 0: General Terms and Definitions.

Definitions specific to this policy include:

“Performance evaluation” means a continual process of identifying, measuring and developing job-related employee performance.

“Performance management” is a continual process of establishing expectations, ongoing coaching and feedback, and measuring outcomes in formal performance evaluations.

“Probationary period” is the initial evaluation and trial period for the employee to learn the job and for the supervisor to observe and evaluate the employee's performance.

“Professional development” is qualified continuing education in the form of coursework or training which enhances skills or provides knowledge.

“Supervisor” is the person in first-line management who monitors and regulates employees in their performance of assigned or delegated tasks.

Policy

All UW-W university staff employees with the expectation of continued employment will participate in the performance management process. The purpose of this policy is to provide a framework for the process that will foster continued improvement in the work performance of UW-W university staff employees and serve as a component in the determination of merit-based salary adjustments for eligible employees. This performance management system will ensure that:

1. Supervisors are responsible for conducting performance evaluations for employees under their supervision in a fair and consistent manner and in accordance with university policies and procedures
2. Supervisors will receive training on how to properly evaluate an employee's performance through approved university supervisory training
3. Supervisors will provide employees with performance expectations and constructive feedback and future goals as a part of the evaluation process
4. Employees shall perform their duties in a professional manner that is consistent with the mission, values and objectives of the University
5. Merit and solid performance increases shall be distributed in accordance with applicable university policies
6. Employees shall be provided with reasonable opportunities to pursue professional development as identified and approved by their supervisor
7. Employees shall be given the opportunity to correct performance identified as not meeting their supervisor's expectation

All employees who have successfully completed the applicable probationary period will be evaluated on an annual basis. It is recommended that a fixed annual completion date for all staff, (e.g. June 30 or December 31 of each year) be chosen by the applicable unit. Additional reviews may be conducted as needed.

It is recommended that supervisors solicit feedback from individuals across campus that employees interact with on an ongoing basis during work hours or through specific projects. These individuals may include subordinates, colleagues and students.

All employees currently serving a probationary period will be evaluated as follows:

1. An employee serving the first six months of a probationary period shall receive at least one formal performance evaluation review prior to the end of the probationary period.

2. An employee serving a probationary period of more than six months shall receive at least one additional formal performance evaluation review for each additional six month period.
3. Where a portion of a permissive probationary period is waived, the employee shall receive at least one formal performance evaluation review during the probationary period.

Additional reviews may be conducted as needed if job performance is not meeting the expectations as outlined in the Position Description. It is recommended that Supervisors consult with the Office of Human Resources & Diversity (HR&D) if additional reviews are necessary.

Employees should be given the opportunity to self-evaluate prior to formal completion of an evaluation if they so choose. Employees should also feel free to discuss issues of concern at any time prior to the formal evaluation.

Unless otherwise agreed upon by the supervisor and employee, the supervisor and employee will meet in person to review a completed evaluation, to discuss objectives, and to address deficiencies or concerns by either party. Evaluation forms are available online through the HR&D website.

Feedback on employee performance may be given to an employee at any time between formal evaluations. This feedback may be given verbally or in writing; however, formal evaluations must be in writing using evaluation forms provided by HR&D. Formal evaluations must include the employee's signature as official receipt of evaluation unless the employee refuses to sign. An employee's signature does not constitute the employee's approval or agreement with the supervisor's evaluation of the employee's performance. In this case, the supervisor will document this and send the evaluation forward.

A performance evaluation is not subject to the grievance procedure. Employees may submit a written response to an evaluation to the evaluating supervisor and to HR&D. The response will be included in the employee's official personnel file along with the evaluation.

Completed evaluations will be kept in the official personnel file in the HR&D office.

Relationship of Performance Management to Pay Plan Implementation

The completed performance evaluation is a critical component in determining pay adjustments both as part of and outside the pay plan. UW-Whitewater will follow UW System policy and guidelines in the creation of an evaluation system for all salary pay plans and adjustments. All evaluations shall include measurements that are quantifiable so solid and meritorious

performance may be easily identified for pay plan adjustments. It is recommended that staff performing at a satisfactory or above level be entitled to compensation adjustments when funding allows. Staff serving their original probation, or placed on performance plans, would not be eligible for solid or meritorious performance-based pay increases.

University Responsibilities

The Office of Human Resources & Diversity, in consultation with the University Staff Council, will evaluate the effectiveness of the policy on a yearly basis. The Office of Human Resources & Diversity may provide procedural assistance for employees if needed.

Background

As of July 1, 2015, the performance evaluation program described in Wis. Stat. § 230.37 and Wis. Admin. Code § ER 45.03 no longer applies to current UW System employees.

Prior to July 1, 2015, Wis. Stat. § 230.37 and Wis. Admin. Code § ER 45.03 required state agencies to provide an employee evaluation program that meets the following requirements:

1. Communicates to employees the intent and purpose of performance evaluation
 2. Informs employees of the performance standards that will be the basis for evaluating performance
 3. Incorporates both a formal annual review and ongoing informal performance discussions and periodic appraisals
 4. Maintains documentation of performance evaluation reviews
 5. Ensures that supervisors receive orientation and training in the performance evaluation process.
-

Related Documents / References

UPS Operational Policy TC 3, Compensation Structure and Tools
UPS Operational Policy TC 4, Regent Pay Plan and Supplemental Pay Plan Distribution
UPS Operational Policy HR1, Job Security
UPS Operational Policy TC1, Recruitment

Attachments / Supporting Documents

Contact

Please direct questions about this policy to the Office of Human Resources & Diversity.
