

To be completed by the Institution and submitted to UW System Human Resources through SharePoint.

<b>UPS PERFORMANCE MANAGEMENT</b>	
Institution Name	UW-Eau Claire
Policy Period	2019-2020
Date Checklist Completed & Submitted	1/17/2020
<b>Section I: Select one of the following statements for your institution:</b>	
<b>Option 1</b> <input checked="" type="checkbox"/>	<b>Our institution will adopt UWS Administrative Policy 1254: Performance Management as the institutional policy.</b>
<b>Option 2</b> <input type="checkbox"/>	<b>Our institution will develop an institutional policy on performance management, utilizing UWS Administrative Policy 1254 and the policy review checklist in Section II to ensure we meet UW System requirements.</b>
<b>Section II: Policy Review Checklist</b>	
<input checked="" type="checkbox"/>	<b>Policy References</b> The institution's performance management guidelines include appropriate UW System policy and Wisconsin Statute references in performance management guidelines. <u>Chapter UWS 3: Tenured and Probationary faculty</u> <u>UW System Administrative Policy 1254 (formerly UPS Operational Policy HR 5)</u> <u>UW System Administrative Policy 1233 (formerly HR6)</u> <u>Resource: Salary Adjustments Awarded on the basis of merit</u> <u>Legislative Audit Bureau (LAB) Audit Report 19-5</u>
<input checked="" type="checkbox"/>	A statement that includes the requirement, 'For all categories of employees covered under <u>UW System Administrative Policy 1254 (formerly UPS Operational Policy HR 5)</u> a systematic performance management process must clearly outlined and followed. This includes university staff, academic staff, faculty, limited appointees and teaching assistants.'
<input checked="" type="checkbox"/>	A written formal assessment of the employee at least once per year on a regular interval as determined by the institution. The performance conversation should provide an opportunity for the employee to share their self-perceptions of performance, the supervisor's assessment of employee performance and a discussion of opportunities for career and professional development.
<input checked="" type="checkbox"/>	A requirement for employee's performance to be evaluated against the duties and responsibilities outlined in the job description, supervisor established expectations and goals that are jointly set by the supervisor and employee.

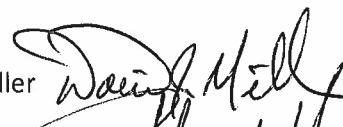
<b>UPS PERFORMANCE MANAGEMENT</b>	
<input checked="" type="checkbox"/>	A statement indicating the location and accessibility of written performance documentation, policies and procedures, and records retention requirements for completed performance appraisal documents. Records must be retained in accordance with the <u>UW System Records Retention policy</u> .
<input checked="" type="checkbox"/>	A statement on performance management that includes a requirement to consult with governance on the performance management process if or when a policy or procedure change is being considered. Consultation with appropriate governance bodies shall take place prior to finalizing the newly developed process or procedure.
<input checked="" type="checkbox"/>	A consistent methodology, process or framework for evaluating all employees must be clearly outlined in writing and published on the institution's website. The process or guidelines must include a reference and location of appropriate forms, technology or system that is used to document performance should be identified and outlined in the procedures.
<input checked="" type="checkbox"/>	A requirement that the performance rating scale be clearly stated on the performance evaluation forms and that each rating have a definition, with one of the ratings clearly defined as solid or meritorious performance.
<input checked="" type="checkbox"/>	A requirement for performance conversations between the employee and the supervisor that support regular and ongoing feedback from the supervisor on the employee's performance and areas requiring improvement. The performance conversation shall provide the opportunity to update the job description, if needed.
<input checked="" type="checkbox"/>	A requirement that UW System Human Resources review the performance management guidelines for each institution to determine compliance UPS policy.
<input checked="" type="checkbox"/>	A requirement for management to hold supervisors accountable for completing employee performance evaluations. Supervisors who do not complete performance evaluations for their direct reports are ineligible for pay plan or any other pay adjustments outside of the pay plan.
<input checked="" type="checkbox"/>	A statement requiring that merit increases be granted consistent with employee performance shall be included in all performance management and pay plan procedures. <u>Resource: Salary Adjustments Awarded on the basis of merit; Legislative Audit Bureau (LAB) Audit Report 19-5</u>
<input checked="" type="checkbox"/>	A statement requiring institutions to develop Pay Plan Distribution Guidelines that include performance management requirements to be consistent with <u>UW System Administrative Policy 1254 (formerly UPS Operational Policy HR 5)</u> and the requirement of a satisfactory, solid performance or above documented on the written performance evaluation be a requirement of eligibility for pay plan.

<b>UPS PERFORMANCE MANAGEMENT</b>	
<input checked="" type="checkbox"/>	The institution includes in its performance management guidelines the requirement for completion of Information Security Awareness and Preventing Sexual Harassment training as required by UW System Administration; AND any additional institutional requirements for achieving satisfactory performance.
<b>Please include links here for the performance management policies published on the institution's website.</b>	<a href="https://www.uwec.edu/kb/article/policies-performance-management/">https://www.uwec.edu/kb/article/policies-performance-management/</a>

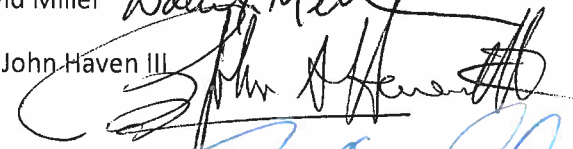
**Section III: Institutional Attestation Statement**

With the electronic signatures below, we attest that our institutional policies and related procedures are in compliance with the UW System policies, Wisconsin State Statutes and related procedures indicated above and have been appropriately vetted for input through any Governance processes.

CHRO/HR Director Name: David Miller

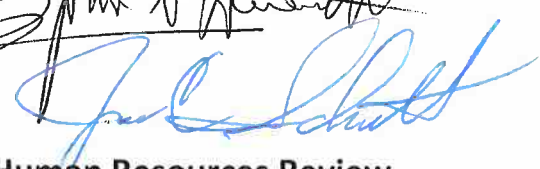


Chief Business Officer Name: John Haven III



Provost: Patricia A. Kleine

Chancellor: James C. Schmidt



**UW System Human Resources Review**

Reviewer: Click or tap here to enter text.

Received on: Click or tap to enter a date.

Notes: Click or tap here to enter text.