Brief History of Issue - why the issue is being considered:

UW System Policy HR-5 establishes the policy for Performance Management under the new University Personnel System which is to go into effect on July 1, 2015. The Classified Staff Personnel Committee (CSPC) met and drafted a local policy for UW-Eau Claire based on HR-5.

Points Discussed by Committee:
The bolded statements in the policy are changes made from the UPS policy by the CSPC. Some of the items were language changes to reference UW-Eau Claire and to only include the policy regarding University Staff. Other changes that are policy recommendations are listed below:

1. Those employees serving a probationary period will have a mid-point evaluation and a final probationary period evaluation within 30 days prior to the conclusion of their probationary period.  
   HR-5 was silent on evaluations during the probationary period, although it is in referenced in HR-1: Job Security: “It is recommended that there be at least one performance evaluation with an employee while on a probationary period.”

2. University Staff will be given the opportunity to provide their perceptions of their performance prior to formal completion of evaluations. 
   HR-5 states “It is advised that employees be given the opportunity to contribute to goals and expectations and provide their perceptions of their performance prior to formal completion of evaluations”

3. Supervisors shall meet with employees to review completed evaluations.  
   Changed should to shall: “Supervisors should meet with employees to review completed evaluations.

4. An employee may not appeal a performance evaluation but may submit a written rebuttal which will be attached to the evaluation.  
   An employee may request assistance from Human Resources to write and submit a rebuttal. 
   The assistance from HR was added by the CSPC

5. Personnel Evaluations must include a Salary Rating based on the current University Staff Compensation Plan.  
   This was added by the CSPC as it will be a necessary piece for the Compensation Plan

6. The University Staff Council will review the Performance Evaluation Process including the Performance Evaluation instrument on an annual basis.  
   Added by the CSPC as it was felt that the tools being used are vital for an effective performance evaluation.

Respectfully Submitted

Susan Ayres
Chair, Classified Staff Personnel Committee
1. **POLICY PURPOSE:**

The purpose of this policy is to establish a consistent performance management process that provides UW-Eau Claire university staff employees with clear objectives, ongoing and valuable feedback, professional development, and recognition for work well done. The goal of this process is to ensure that employees’ job performance is in alignment with UW System and institutional missions, values, and objectives.

2. **POLICY BACKGROUND:**

Under Wis. Stat. § 230.37 and Wis. Admin. Code § ER 45.03, state agencies must have an employee evaluation program that meets the following requirements:

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

Effective July 1, 2015, the performance evaluation program described above will no longer apply to current UW System employees. This policy will establish performance management principles for UW System employees.

3. **POLICY DEFINITIONS:**

Please see the Definitions Operational Policy for a list of general terms and definitions.

Definitions specific to this policy:

“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.

4. **POLICY:**

All UW-Eau Claire university staff 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-Eau Claire university staff employees and serve as a component in the determination of merit-based salary adjustments for university staff. The performance management system at UW-Eau Claire shall ensure that:

- Supervisors are adequately trained to evaluate performance.
- Employees perform work that accomplishes the needs of the University;
- Employees clearly understand the expectations for the work they perform;
- Employees receive ongoing information about how effectively they are meeting expectations;
• Merit increases are consistent with employee performance;
• Opportunities for employee development are identified and provided;
• Employee performance which does not meet expectations is addressed;
• Management applies performance ratings in a fair and consistent manner.

All university staff employees will be evaluated at least once a year. Those employees serving a probationary period will have a mid-point evaluation and a final probationary period evaluation within 30 days prior to the conclusion of their probationary period. Supervisors may conduct additional reviews as needed. Components of the performance evaluation process include the following:

• University Staff will be given the opportunity to provide their perceptions of their performance prior to formal completion of evaluations.
• Supervisors should use first-hand knowledge of the employee’s performance and may use the employee’s self-evaluation and feedback from other employees with whom the employee interacts.
• Supervisors should use appropriate evaluation forms provided by UW-Eau Claire Human Resources.
• Supervisors shall meet with employees to review completed evaluations.
• An employee may not appeal a performance evaluation but may submit a written rebuttal which will be attached to the evaluation. An employee may request assistance from Human Resources to write and submit a rebuttal.
• Completed evaluations must be maintained by Human Resources.
• Personnel Evaluations must include a Salary Rating based on the current University Staff Compensation Plan.

The University Staff Council will review the Performance Evaluation Process including the Performance Evaluation instrument on an annual basis.

5. Relationship between Performance Management and Pay Plan Implementation

The result of the performance evaluation is a critical component in determining salary increases both as part of and outside the pay plan. Each chancellor shall have in place for all staff a salary evaluation system, the results of which can be a factor to be considered for pay plan purposes. The salary review should be conducted in accordance with the performance standards outlined in Recommendation #9 of the 1992 Report of the Governor’s Commission on University of Wisconsin Compensation which states salary adjustments should be awarded primarily, if not exclusively, on the basis of merit.

For further details please Operational Policies TC 4, Regent Pay Plan and Supplemental Pay Plan Distribution and TC 3, Compensation Structure and Tools.

6. RELATED DOCUMENTS:

Wis. Stat. § 230.37, Standards of performance and ratings
Wis. Admin. Code Chapter ER 45, Employee performance evaluation

7. POLICY HISTORY: