

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.9	Performance Administration	Revised:	December 2004
<b>Policy 4.9.1</b>	<b>Employee Performance Review Program</b>	Responsibility:	Vice President for Human Resources

## **EMPLOYEE PERFORMANCE REVIEW PROGRAM**

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### **Policy**

Performance review refers to a written, confidential record that evaluates the performance of an employee of the Health Science Center. In conformance with policy established by the Board of Regents, the Health Science Center has established a written employee performance review program. The performance review process is intended to be a continuing developmental tool for improving both job performance and workplace communication.

It is the policy of the Health Science Center to prohibit discrimination in all aspects of employment actions on the basis of race, color, religion, sex, national origin, age, sexual orientation, disability, or veteran status. The Health Science Center is committed to comply with all federal and state government regulations and requirements to ensure nondiscrimination.

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### **Applicability**

This policy applies to all probationary and non-probationary classified administrative and professional (A&P) employees of the Health Science Center, regardless of appointment time.

Persons employed in positions that require student status as a condition of employment do not receive performance reviews; these job positions include Teaching Assistants, Teaching Associates, Student Assistants, Student Associates, Graduate Assistants, and Psychology Residents.

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### **Faculty Employees**

The performance review of faculty and faculty administrators is described in [Chapter 3](#), "Faculty Policies and Procedures", of the *Handbook of Operating Procedures* (HOP).

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### **Performance Review Process**

1. Non-probationary classified and administrative and professional (A&P) employees, regardless of appointment time, must be reviewed on an annual basis during October, November, or December. The performance review evaluates the employee's performance for the immediate preceding fiscal year.
  2. The employee's immediate supervisor (reviewer) should first prepare for and complete the performance review form, and then
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conduct the performance review with the employee. The immediate supervisor (reviewer) is that Health Science Center employee who has authority to undertake or recommend employment decisions affecting the employee or to direct the employee's daily work activities.

3. The performance review form for Classified and A&P employees is divided into the following eight parts:
  - a. Employee and Reviewer Information. This part is used to identify the employee and the supervisor who conducts the performance review.
  - b. Instructions. This part explains the instructions to complete the form.
  - c. Section A – For All Employees and Supervisors. This part is used for evaluating all employees, including supervisors. The performance factors in which employees are evaluated include Quality of Work; Job Knowledge; Quantity of Work; Interpersonal Skills and Customer Service; Dependability and Accountability; and, Attendance and Punctuality.
  - d. Section B – For Supervisors Only. This part is used for evaluating supervisors only (supervisors are evaluated in both sections A and B). The performance factors in which supervisors are evaluated (in addition to the factors in section A), include Leadership: Resourcefulness; and, Compliance.
  - e. Overall Rating of Employee. This part is used to summarize, in a quantitative measure, the employee's overall performance. Employees and supervisors are measured differently based on the number of performance factors for each.
  - f. Future Goals or Action Plan. This part allows the supervisor and the employee to identify specific opportunities for performance improvement and to develop an action plan for achieving results.

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- g. Employee's Comments. This part provides an opportunity for the employee to comment; the employee is not required to provide comments. Additional sheet(s) may be used, if necessary.
  - h. Signatures. This part is for both the employee and supervisor to sign the form.
4. All Health Science Center supervisors and managers should attend performance review training offered by the Office of Human Resources at least once. Departments may require additional training at their discretion.
  5. The original form of the [Performance Review for Classified and A&P Employees](#) is kept by the department. A copy is given to the employee by the supervisor after both parties have signed.
  6. After the annual review has been completed, the department enters tracking information, such as date of completion and the reviewer's name, into the PeopleSoft System.

**Performance Ratings**

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The employee performance review is based on several performance factors as described above and each factor is given a rating scale to indicate the reviewer's opinion on the employee's performance. The rating scale is based on five (5) measures with points assigned to each. The five measures are:

1. Outstanding (4 points), indicating that the employee's performance is consistently exemplary, above and beyond the call of duty;
2. Exceeds Expectations (3 points), indicating that the employee's performance exceeds the supervisor's expectations or goals;
3. Meets Expectations (2 points), indicating that the employee has been successful in meeting the supervisor's expectations;
4. Needs Improvement (1 point), indicating that the employee has performance weaknesses that need improvement in order to meet the supervisor's expectations;

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5. Does Not Meet Expectations (0 points), indicating that the employee's performance is not acceptable and significant corrective action is necessary.

Written comments and/or documentation must be provided as part of the performance review form to justify the ratings for the Outstanding, Needs Improvement and Does Not Meet Expectations ratings.

The rating points for each performance factor are added and then divided by the number of factors to obtain an average and overall rating of the employee's performance. The numerical ratings represent a quantitative measure of an employee's performance and can be used to track performance over time and can also be used to comparatively rank employees within the scope of the supervisor's responsibility.

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**Probationary Employees**

1. The form [Performance Review Report for New \(Probationary\) Employees](#) is used for all regular probationary classified employees.
2. A probationary employee is one who is in his/her first 180 days (six (6) months) of continuous Health Science Center employment or re-employment if there has been a break in service of at least one (1) day. Persons transferring from another component of The University of Texas System and transfers from other state agencies are subject to a probationary period.
3. Employees who have satisfied the initial six (6) months of continuous Health Science Center employment are not subject to a new probationary period in the event of a transfer or promotion.
4. The form is completed and discussed with the employee at the end of his/her first two and five months of employment. For employees who are not progressing satisfactorily, it can be used at monthly intervals or as circumstances require.
5. The "Comments" section should be used to remark on above average performance and/or can be used to elaborate on the nature of any performance problems. The "Action to Be Taken"

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section should be used to indicate the need for corrective action, additional training, or to specify a termination date.

6. The original is kept on file by the department. A copy is given to the employee.
7. An employee who does not meet the required work standard may be released from employment at any time during the initial period without internal recourse. (See the HOP, [Section 4.5.5](#), "Probationary Period".)
8. The evaluation date and other pertinent information is entered into PeopleSoft by the department at the time of the completed two-month (2) and at the time of the completed five-month (5) reviews.

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**Monitoring**

To ensure nondiscrimination practices, the Office of Human Resources will be responsible and reserves the right to periodically audit or request any record and documentation pertaining to performance reviews of probationary and non-probationary employees. Findings from the audit will be provided by the Vice President for Human Resources to the respective department head and executive committee member.

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