

VII 5.20 UMCES Policy on the Performance Evaluation Program

Approval Date: 12/18/06

I. Purpose and Applicability

This establishes the policy for annual performance evaluation of employees of UMCES. This policy applies to all regular and Contingent II exempt and nonexempt employees of UMCES.

II. Evaluation Methodology and Instrument

UMCES shall use the Performance Management Process (PMP) for evaluating the performance of all regular and Contingent II exempt and nonexempt employees. PMP provides a method and form to evaluate employee performance in a manner that is individually tailored to the employee, and consistent throughout the institution. Nonexempt employees shall be evaluated using the specified form. Exempt employees may be evaluated using the specified form, or at the supervisor's discretion, using a written narrative.

III. PMP involves:

- A. Discussion of expectations between the supervisor and the employee at the beginning of the rating period; continuous communication and feedback throughout the year; and;
- B. Discussion between the supervisor and the employee at the end of the rating period on achievements and methods for improvement. The Chancellor or his/her designee prescribes PMP methodology and forms.

IV. Evaluation Process

- A. Employees shall receive a performance review by March 31st of each year for the twelve month period ending the preceding December 31st.
- B. Nonexempt employees will receive an informal midyear evaluation. If the midyear evaluation is below "meets standards", the midyear evaluation shall be in written form.
- C. Evaluation ratings for the past year and discussions of expectations for the coming year must be completed by March 30 of each year.
- D. Initial discussion of expectations and performance reviews may be conducted more frequently when appropriate (e.g., a new employee, employee transfers to a new job, changes in performance level during the evaluation period).
- E. Employees shall be informed at the beginning of the performance period, or upon hire, of the objectives and factors on which their performance will be evaluated.