

## **Procedure on the Performance Management Program**

### **I. Purpose**

This procedure has been developed in accordance with [USM VII-5.20 Policy on the Performance Management Program](#).

### **II. General Guidelines**

#### **A. Expectations Meeting (Establish Goals and Objectives)**

1. During March or April of each year, an employee will meet with the Department Head or designee who will be responsible for conducting the employee's performance review for the upcoming year.
2. At the expectations meeting, the Department Head or designee and the employee will discuss the specific performance factors for which the employee will be held accountable and the employee and supervisor will establish the employee's performance goals and objectives for the upcoming year. Exempt employees must set five performance goals for the annual rating period. Nonexempt employees must set three performance goals for the annual rating period.

#### **B. Evaluation**

1. The annual rating period is April 1 through March 31.
2. The annual performance review shall be based on those performance factors and goals and objectives established at the expectations meeting and shall include the following:
  - a. An overall performance rating
  - b. Modification of the employee's job description (if applicable)
  - c. Recommendations for professional development as appropriate
3. The performance review is a dialogue focused on establishing expectations between the supervisor and the employee at the beginning of the rating period; continuous communication and feedback throughout the year; and involves a discussion between the supervisor and the employee at the end of the rating period.
4. The performance review requires a second signature. An individual superior to the individual preparing the performance evaluation and with knowledge of the department and the employee must review and approve the employee's end-of-year evaluation. This approval must be secured prior to the end-of-year evaluation meeting with the employee.
5. The Department Head or designee shall meet with the employee, discuss the performance evaluation, and give the employee a copy of the end-of-year evaluation. The employee must acknowledge the evaluation and an electronic copy will be saved in his/her file.
6. A statement of an employee's comments and/or objections to an evaluation may be added to the employee's personnel file. Overall performance evaluations of "Meets Standards" or above

may only be grieved through Step 2 of the grievance procedure; overall performance evaluations of "Below Standards" or "Unsatisfactory" may be grieved through the entire grievance process.

7. Mid-Year Evaluation

Although optional, supervisors are strongly encouraged to conduct mid-year performance evaluations for all employees. Where an employee receives a year-end performance evaluation that is "Below Standards" or "Unsatisfactory" or is exhibiting performance below "Meets Standards" during the first half of the evaluation, the supervisor will conduct a mid-year performance evaluation and take other appropriate remedial measures until the employee's performance meets standards.

III. Agreements negotiated by Memorandum of Understanding (MOU) or recognized bargaining units will supersede, if so specifically written, portions of this procedure.

IV. References

[USM VII-5.20 Policy on the Performance Management Program](#)