

<b>Policies of the University of North Texas Health Science Center</b>	<b>Chapter 05 Human Resources</b>
<b>05.702 Staff Development/Performance Planning And Review</b>	

Policy Statement.

The Staff Development/Performance Planning and Review Policy provides managers and supervisors a means to improve morale, decrease turnover, increase efficiency and improve performance of health science center staff through a systematic process of performance planning, feedback, and review.

It is the policy of the health science center that staff job performance plans and standards are established and followed. The job performance plan and standards will be the basis for review of staff performance and for staff development.

Application of Policy.

Regular Staff

Definitions.

None

Procedures and Responsibilities.

Procedure / Duty

Responsible Party

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| <p>1. <b>Performance Plan and Standards:</b> Managers and supervisory staff are responsible for insuring that job content has been accurately identified and that uniform performance standards are established and followed with appropriate input from affected staff. Each job will be defined by Key Result Areas outlining the essential tasks/duties performed, beginning with the most important. Realistic performance standards for Key Result Area tasks/duties will be established. Departmental standards or work rules may be incorporated in the standards of performance.</p> | <p>Managers/<br/>Supervisory Staff</p> |
| <p>2. <b>Progress Reviews:</b> Supervisors at all levels should hold regularly scheduled conferences with staff members. At least one progress review should be held during the review period. During the reviews, emphasis will be given to evaluating the staff member's performance based on the individual task/duties assigned. Documentation should be maintained by supervisors to justify notes made during review.</p>  | <p>Supervisor</p>                      |

3. **Probationary Performance Reviews:** As provided in the Probationary Period Policy, the probationary period begins with the date of employment and continues for a period of six months. Prior to the end of the probationary period, a performance review is requested by Human Resource Services and submitted by the staff member's supervisor. Supervisors must recommend that the staff member be removed from probationary status or be dismissed prior to completion of probationary status. Supervisor
  
4. **Annual Performance Reviews:** After staff members complete their probationary period, performance reviews and ratings are required between May 1 and September 30 each year. All non-faculty employees shall be evaluated using an approved HSC evaluation form. Supervisor
  
5. **Special Performance Reviews:** Special reviews may be done at any time the staff member's job performance warrants this action. These are usually made when the staff member's performance begins to fall. Supervisor
  
6. **Rebuttals to Performance Review Ratings:** A staff member may file a rebuttal to any regular or special performance review by memorandum within 15 days from the date the performance rating was shared with him/her. The rebuttal should be addressed to the supervisor. A copy of the rebuttal is to be sent to Human Resource Services by the employee. The copy of the rebuttal memorandum will be filed in the staff member's official personnel file; however, no action will be taken by Human Resource Services. The employee may not file a grievance on the basis of his/her performance review. Employee/Human Resource Services

Employees, regardless of disagreement with a review, must sign the appraisal instrument for purposes of documentation of the review meeting.

7. **Discussion of Reviews:** The employee's performance should be discussed with him/her as a part of the review. This allows the opportunity to focus on issues specific to the employee during this evaluation period. The evaluation shall be signed by both the supervisor and the employee as a record that the evaluation occurred. The Department Head or next level supervisor must review the evaluation for compliance with this policy and sign the evaluation as record that this review has occurred. Written comments are required for each evaluations standard/score. Employee/Supervisor

References and Cross-references.

None

Forms and Tools.

HSC Evaluation Form

Approved: 9/1/2006

Effective: 9/1/2006

Revised: 12/2004, 5/2007, 9/2008