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| PROCEDURE TITLE:        | PERFORMANCE EVALUATIONS AND<br>PERFORMANCE IMPROVEMENT PLAN (PIP),<br>TERM NOTICE |
| PROCEDURE NO.           | 4.51:1 REV  |
| RELATED POLICY:         | 4.51REV   |
| PAGE NO.:               | 1 of 4  |
| RESPONSIBLE OFFICER(S): | DIRECTOR OF HUMAN RESOURCES/VPFA  |
| EFFECTIVE DATE:         | 4/13/2018   |
| NEXT REVIEW DATE:       | 04/2021   |
| APPROVED BY:            | PRESIDENT   |

## 1.0 INTRODUCTION

These procedures apply to administrative employees (administrators and administrative technical support staff – ATSS) as defined by Board of Trustees’ Policy 4.51REV (4/13/18), Administrative Employees – Employment status and Other Employment Actions.

## 2.0 GUIDING PRINCIPLES

Shawnee State University supports the concept of continuous improvement and the principle that new-hire probationary evaluations, annual performance evaluations and performance improvement plans (PIP), when done systematically, can serve to enhance the performance of individuals resulting in the improvement of the overall performance of the institution. Supervisors are expected to manage the performance evaluation process and take steps to support individuals to improve their performance when appropriate.

## 3.0 NEW-HIRE PROBATIONARY STATUS AND EVALUATION

- 3.1 The new-hire probationary period for administrative employees is six (6) months from the date of hire.
- 3.2 Within 30 days of hire, the supervisor will schedule a meeting with the new employee to set objectives for the 6-month probationary period.
- 3.3 After completion of the third month of employment, employees will receive an initial performance evaluation by their immediate supervisor.
  - 3.3.1 If an employee’s performance meets expectations the probationary period will continue.
  - 3.3.2 If the employee’s performance does not meet expectations the employee will be advised in writing of the areas of deficiency and the

supervisor will either provide the employee with a plan of action to correct the deficiencies or make a recommendation to the appropriate Vice President that employment be terminated.

- 3.3.3 Termination of employment will be effective immediately if the new-hire probationary period is not extended.
  - 3.4 During the sixth month of employment, employees will receive an overall performance evaluation by their immediate supervisor. If an eligible employee's performance meets expectations the employee will be granted continuous contract status or defined period contract status (as applicable).
  - 3.5 A supervisor may recommend to the next level of management an extension of the new-hire probationary status up to an additional three (3) months if s/he believes the additional time is needed in order to fully assess the employee's performance. Such extension must be approved by the appropriate Vice President and/or the President.
  - 3.6 The six-month new-hire probationary evaluation must result in an overall "meets expectations" rating in order for the employee to continue employment with the University. Termination of employment will be effective immediately if the new-hire evaluation does not meet expectations.
  - 3.7 The step-by-step process for evaluating employees during the new-hire probationary period is outlined in the Performance Management Resource Guide.
- 4.0 ANNUAL PERFORMANCE EVALUATIONS
- 4.1 Upon satisfactory completion of the new-hire probationary period, an administrative employee will be placed on continuous contract status or defined term contract status and subject to a formal annual performance evaluation.
  - 4.2 The supervisor and employee should routinely discuss the employee's performance and progress towards goals and objectives throughout the evaluation period.
  - 4.3 Prior to the end of the evaluation period, supervisors must conduct a formal meeting with employees to review performance results, revise job descriptions (if applicable) and complete evaluation forms.
  - 4.4 Supervisors will submit completed evaluations to the next level of management for review.
  - 4.5 All performance evaluation documentation is submitted to the Department of Human Resources through the electronic performance evaluation system within 30 days of the end of the evaluation period.

- 4.6 If the employee is not satisfied with the results of their evaluation, s/he can submit a written rebuttal to the supervisor within ten (10) working days of the date of the evaluation for reconsideration. The rebuttal will be attached to the performance evaluation document.
- 4.7 The supervisor and employee will develop performance expectations and/or goals and objectives for the next evaluation period. These goals and objectives should be aligned with the University's mission and goals and retained to be referred to in the upcoming evaluation period.
- 5.0 PERFORMANCE IMPROVEMENT PLAN (PIP) – ADMINISTRATORS AND ATSS
- 5.1 If a supervisor makes a determination that an employee has continuously failed, after coaching and instruction, to demonstrate satisfactory performance, (i.e., the employee's performance does not meet expectations) the supervisor may initiate, after consultation with the next level of management (if appropriate) and the appropriate Vice President and/or the President a performance improvement plan (PIP).
- 5.2 The Director of Human Resources or designee will assist the supervisor in the development of a PIP.
- 5.3 In all cases in which a PIP is implemented, the supervisor must provide the employee with written documentation of observed deficiencies for the current appraisal period.
- 5.4 Upon the adoption of a PIP, the employee's status will change to probationary and the employee will not be eligible for any annual pay increase that may be awarded for the PIP appraisal period.
- 5.5 Supervisors must conduct a meeting with the employee to identify specific plans and goals designed to correct performance deficiencies and to develop a timeline for progress reviews.
- 5.6 The duration of the PIP is up to three (3) months with possible extension upon the recommendation of the supervisor to the next level of management (if applicable) and concurrence of the Vice President and/or the President, up to an additional three (3) months.
- 5.7 Upon successful completion of the PIP, the employee will return to his/her prior employment status. The employee will then be eligible to receive any approved pay increase that may have been awarded while he or she was under the PIP. This increase in pay would become effective on the date the employee returns to regular status and will be prorated for the remainder of the fiscal year in which the increase was awarded.

- 5.8 Employees who do not successfully complete the terms of the PIP may be subject to termination.

## 6.0 NOTIFICATION OF TERMINATION AND HEARING

- 6.1 If performance is deemed not to be satisfactory following the PIP process resulting in a recommendation of discipline by the supervisor and approved by the next management level, the employee will be notified of his or her right to an informal pre-disciplinary hearing.
- 6.2 At the informal pre-disciplinary hearing, the employee will be provided with a summary of the evidence that forms the basis for the proposed discipline and given an opportunity to respond to it. In lieu of an in-person pre-disciplinary hearing, an employee may choose to respond to the summary of evidence in writing within 48 hours after the scheduled hearing, or he or she may waive the hearing.
- 6.3 Within fifteen (15) working days after the hearing date, the employee will be notified by the appropriate University official of the termination or return to work decision. There are no further appeals to the final decision.

## 7.0 PERFORMANCE MANAGEMENT RESOURCE GUIDE

The Department of Human Resources will provide a Performance Management Resource Guide that includes a step-by-step process for evaluating employees and steps for developing and implementing a PIP.

History: Replaces 4.51:1 and 4.51:2 (*Eff. 4/13/18*)