

PROCEDURE TITLE:	PERFORMANCE EVALUATIONS AND PERFORMANCE IMPROVEMENT PLAN (PIP)
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RELATED POLICY:	4.51REV
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RESPONSIBLE OFFICER(S):	DIRECTOR OF HUMAN RESOURCES/VPFA
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APPROVED BY:	PRESIDENT

1.0 INTRODUCTION

These procedures apply to University Administrators and Administrative Technical Support Staff (ATSS) as established by Board of Trustees' Policy 4.51REV (11/18/11), Administrators and ATSS 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.

3.0 ANNUAL PERFORMANCE EVALUATIONS

- 3.1 An Administrator on continuous contract status or defined contract status, or an ATSS on regular employment status will be subject to an annual performance evaluation.
- 3.2 The annual performance evaluation period is from April 1 through March 31.
- 3.3 The supervisor and employee should routinely discuss the employee's performance and progress towards goals and objectives throughout the year.
- 3.4 During the month of April, supervisors must conduct a formal meeting with the employee to review performance results, revise job descriptions (if applicable) and complete evaluation forms.
- 3.5 Supervisors must submit completed evaluations to the next level of management for review.

- 3.6 All performance evaluation documentation must be submitted to the Department of Human Resources within 30 days of the end of the evaluation period. The documentation shall be placed in the employee's personnel file.
 - 3.7 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 and placed in the employee's personnel file.
 - 3.8 The supervisor and employee must 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.
- 4.0 PERFORMANCE IMPROVEMENT PLAN (PIP) – ADMINISTRATORS AND ATSS
- 4.1 If a supervisor makes a determination that an Administrator or ATSS 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).
 - 4.2 The Director of Human Resources or designee will assist the supervisor in the development of a PIP.
 - 4.3 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.
 - 4.4 Upon the adoption of a PIP, the employee's status will change to probationary and the employee will not be eligible for the annual pay increase that may be awarded for the PIP appraisal period.
 - 4.5 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.
 - 4.6 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.
 - 4.7 Employees who do not successfully complete the terms of the PIP may be subject to termination. If termination is recommended, the employee will be placed upon administrative leave with pay during which time an informal hearing will be

scheduled by the Director of Human Resources with the employee and appropriate managers. The employee will be permitted to voice his/her concerns and submit a written statement contesting the proposed termination. Within ten (10) working days, the appropriate Vice President and/or the President will consider the matter and make a recommendation regarding the employee's continued employment. The President shall review the recommendation for termination and if it is upheld the termination will become effective immediately.

- 4.8 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 they were functioning 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.
- 4.9 The Department of Human Resources is responsible for developing a Performance Management Resource Guide that will include steps for developing and implementing a PIP.

History: Replaces 4.51 (*Eff. 1/20/12*)