

UNIVERSITY POLICY FOR HUMAN RESOURCE

Policy No. UPHR-3

Performance Assessment, Classified and Nonclassified Employees

1 General Information.

- 1.1 Scope: This policy provides for periodic assessments of the work performance of classified and nonclassified employees.
- 1.2 Authority: n/a
- 1.3 Passage Date: March 8, 2006
- 1.4 Effective Date: Upon passage
- 1.5 Controlling over: Marshall University and Marshall Community and Technical College.
- 1.6 History: This policy was originally published as a Human Resource Services policy and procedure, *Performance Assessment, Classified and Nonclassified Employees*, on November 1, 2000.

2 Policy:

- 2.1 Marshall University (hereinafter the University) and Marshall Community and Technical College (hereinafter the College) assess the work performance of their classified and nonclassified employees on a regular basis. The purposes of the performance assessment include the following: (1) to assess work performance since the last such assessment from a developmental perspective and to identify areas for improvement, or skill-building, or other developmental needs of the employee; (2) to develop a common understanding between the employee and the supervisor about expectations in regard to goals and work performance for the coming year (or other defined period of time); (3) to recognize good work performance when it occurs; (4) to document and provide a plan of improvement for inadequate work performance; and (5) to increase the strength of match between the mission of the particular department and the work efforts of its employees.
- 2.2 The University and the College will assess the work performance of their classified and nonclassified employees on a regular basis. The performance assessments shall be designed to provide for both a review of the preceding year (or other assessment period) and plans for the next year (or other assessment period). In addition to regular, recurring performance assessments for classified employees, the performance of such employees shall be assessed more frequently during the first six months of any new classified probationary employment appointment such that a reasonable decision can be made about the fitness of the classified employee for regular-status employment by the end of the probationary period.
- 2.3 The chief human resources officer is responsible for (1) developing, implementing, and administering sufficient procedure to effectuate the provisions of this policy and (2) developing, implementing, and monitoring the usage of forms for the performance assessment process. Procedure thus developed shall (1) establish schedules for performance assessment; (2) state the expectations with regard to performance assessment meetings; (3) provide for the determination of whether a classified position has been evaluated for classification and compensation purposes within the two year period preceding the performance assessment; (4) provide for the review and filing of performance assessments in the office of the human resource services provider; (5) provide

for training of supervisors and managers in the conduct of performance assessment and the use of associated forms; and (6) provide for follow up and plans to remedy any performance deficiencies noted in the performance assessments.