HSC OP: 70.12, Staff Performance Management

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish the policy for staff employee (non-faculty) performance management and evaluation.

REVIEW: This HSC OP will be reviewed in March 1 of each odd-numbered (ONY) by the Vice President and Chief Human Resource Officer (VP/CHRO).

PHILOSOPHY: Texas Tech University Health Sciences Center (TTUHSC) recognizes all employees as essential to the institution’s overall success. This success is achieved by fostering a work environment in which employees are empowered to perform to the best of their abilities. To facilitate such an environment, TTUHSC is committed to a performance management system that:

- Aligns the efforts of supervisors and employees with TTUHSC’s mission and vision;
- Ensures employees are rated on their compliance with HSC policies, procedures, and work rules;
- Promotes accountability in performance assessment;
- Operates with consistency, equity, and transparency;
- Recognizes the talents, fosters the development, and optimizes the performance of all employees;
- Encourages effective communication between supervisors and employees and
- Rewards excellent performance.

TTUHSC believes that effective performance management is an ongoing process. Therefore, all employees are expected to incorporate the performance management process as an integral part of the daily work environment at TTUHSC.

POLICY/PROCEDURE:

1. Each administrator (individual with overall responsibility for a department, division, unit, section) is charged with responsibility for administering the staff performance management process as outlined in this policy and HSC OP 70.12 - Attachment A, SUPERVISOR’S GUIDE TO STAFF PERFORMANCE MANAGEMENT for all staff employees under his/her charge.

2. Administrators will make available and review with each reviewer/supervisor under his/her charge information contained in this HSC OP and Attachment A, SUPERVISOR’S GUIDE TO STAFF PERFORMANCE MANAGEMENT to ensure that the performance management process (including performance evaluations) is conducted in accordance with TTUHSC policy and without regard to an employee’s race, color, religion, sex, age, disability, national origin, Vietnam Era or Special Disability Veteran status, genetic information, or refusal to submit to genetic testing. Each administrator is charged with rating their employee’s compliance with HSC policies, procedures and work rules.

   Note: Performance Management information to include the performance management system, policies, procedures, training schedules and related information is available on the HR/Staff Performance Management website located at http://www.ttuhsc.edu/hr/performance.aspx.

3. All administrators/supervisors are required to attend performance management training within six months of their appointment. Evaluations should be based on objective, measurable, and consistently applied criteria.

4. Administrators will ensure that Human Resources is provided with documentation that a performance evaluation is conducted for each full/part-time staff employee as follows:
• **Annually during the months of January and February** (for Jan-Dec of the previous calendar year);

• Immediately after the employee completes their initial six months of service;

• When a department has been notified that a staff employee will transfer to another HSC department, in September or later of a calendar year, they must complete a performance evaluation on the employee that covers the time worked in that department.

• Three months after an employee receives the following on a performance evaluation:
  - An “overall” rating of less than 4.0

*Note: The evaluation schedule listed in section 4 does not limit the number of written performance evaluations a supervisor may prepare. A supervisor may prepare a written evaluation (Other) on an employee whenever it is considered appropriate.*

5. Reminders to prepare a written evaluation of work performance of each full/part-time staff employee will be sent to administrators from the Human Resources office:

   • Just prior to the employee completing the initial six months of service;
   • In January of each year; and
   • Three months after an employee receives the following on a performance evaluation:
     - An “overall” rating of less than 4.0

6. Administrative/Academic Officers Process: Employees who report directly to the President will be evaluated annually according to this policy utilizing the Annual Executive Evaluation form template. The forms will be submitted to Human Resources for inclusion in the employee’s personnel record.

7. Casual Employee Evaluation Process: Employees who are considered casual, recurrent, temporary or part-time non-benefits eligible will also be evaluated if expected to continue to be an employee in the coming year. If not expected to work in the next year, their appointment should be terminated in accordance with appropriate HSC OP(s). The abbreviated manual evaluation form may be used for these employees and can be found on the HR forms page. [http://www.ttuhscc.edu/hr/forms.aspx](http://www.ttuhscc.edu/hr/forms.aspx)

8. Administrators will review the performance evaluations performed by each supervisor in their department or division to insure that evaluations were properly conducted utilizing only lawful, job related and non-discriminatory criteria.

9. After the performance management cycle, the Human Resources office will conduct a review of the staff performance evaluations for EEO compliance.

10. **Right to Change Policy.** TTUHSC reserves the right to interpret, change, modify, amend or rescind this policy in whole, or in part, at any time without the consent of employees.