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Performance Management for Non-Faculty Exempt Employees

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I. REASON FOR THIS POLICY

This policy establishes the University of South Dakota’s (USD) policies and procedures for conducting annual performance appraisals of Non-Faculty Exempt personnel.

II. STATEMENT OF POLICY

The overall objective of performance reviews is to provide a means for two way communication wherein employees and their supervisors can discuss mutual expectations, review performance, and plan future goals.

Performance appraisals will be completed annually to evaluate an employee’s performance. USD’s performance cycle for Non-Faculty Exempt employees runs from February through January. Completed evaluations are due in Human Resources by January 31st.

III. DEFINITIONS

NON-FACULTY EXEMPT – Category of employees which are exempted from the Career Service Act and whose primary responsibility is not academic.

PERFORMANCE EVALUATION – the document used to evaluate and record the performance of an employee.

IV. PROCEDURES

- (1) **FEBRUARY** – The supervisor will conduct a performance planning session with the employee at the beginning of the performance cycle. Discussion should center on essential job functions, how they relate to the unit's as well as USD's goals, and the establishment of performance goals. Goals for the new performance management cycle may reflect a combination of new goals, changes to current goals and goals that remain the same from the previous performance cycle. These goals will then be recorded on a new appraisal form. A copy of the form containing the goals for the coming year will be provided to the employee.
- (2) **MARCH – DECEMBER** – The supervisor will monitor the employee's performance on a periodic basis and document performance throughout the year using USD's coaching forms.
- (3) **DECEMBER – JANUARY** – Near the end of the performance cycle, the supervisor will ask the employee to complete and return the self-appraisal section of the form. The supervisor will establish a return date that accommodates the remaining steps of the procedure.
- (4) **DECEMBER - JANUARY** – The supervisor will complete the performance appraisal form in the most objective manner possible based on the performance data collected throughout the year, information obtained from the self-appraisal form, and the performance goals established in the February planning session.
- (5) **JANUARY** – The supervisor will schedule a time with the employee for the appraisal meeting to discuss the performance appraisal ratings and future areas of development. The employee will be given the opportunity to write comments concerning the ratings and feedback before signing the form. A copy of the signed form will be given to the Employee. The original form will be forwarded to Human Resources by the end of January.
- (6) **MARCH** – Supervisors will be informed of the salary policy and receive instructions for recommending salary adjustments. The completed appraisal form must be in the Human Resources office before salary adjustment recommendations can be processed.

NOTE: Supervisors should meet with new hires within a month of the date of hire to establish performance goals.

V. RELATED DOCUMENTS, FORMS AND TOOLS

Performance appraisal forms are available from the MyU. Portal:

Non-Faculty Exempt Performance Appraisal - <http://link.usd.edu/1071>