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Performance Management for Civil Service 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 and probationary Accountabilities and Competency Evaluations (ACES) for Civil Service personnel.

II. STATEMENT OF POLICY

ACES is the system mandated by the South Dakota Bureau of Human Resources for the evaluation of Civil Services employees. The overall objective of ACES performance management is to provide a means for ongoing and continuous two way communication wherein employees and their supervisors discuss mutual expectations, review performance, and plan future goals.

Probationary Civil Service employees will receive an online ACES performance review at the 3 month and 5 month date following start of employment.

Status Civil Service Employees will receive annual online ACES performance reviews on a calendar year basis. If a probationary 5 month review has been completed within 2 months of the annual ACES due date, an annual appraisal does not need to be submitted.

III. DEFINITIONS

CIVIL SERVICE EMPLOYEE (CSA)– Category of employees whose duties are defined in the classification system and are not exempted from the under the Civil Service Act of South Dakota (SDCL 3.4).

ACES GUIDE – the online document used to evaluate and record the performance of an employee:

Civil Service ACES annual guide (status employees)

Civil Service ACES Probationary 3 or 5 month guide (probationary employees)

ACES SELF-EVALUATION – the optional, online document submitted by Civil Service employees to their supervisor prior to their performance review.

STATUS EMPLOYEES –Civil Service employees who have served more than 1040 hours of employment.

PROBATIONARY EMPLOYEES – Civil Service employees who have served less than 1040 hours of employment (6 months for a full-time employee).

IV. PROCEDURES

PROBATIONARY EMPLOYEES: Completed online ACES probationary guides will be submitted by the supervisor, reviewed and approved by the next level supervisor, and submitted to Human Resources in a timely fashion. Appropriate comments to support the ratings must be included by the supervisor.

STATUS EMPLOYEES: ACES annual guides will be submitted online by the supervisor, reviewed and approved by the next level supervisor, and submitted to Human Resources prior to December 31. The submitted ratings should include appropriate comments and examples to support the recommended rating.

All ACES ratings submitted by the supervisor are considered preliminary until reviewed by the next level supervisor, Human Resources staff, the Board of Regents, and the Bureau of Human Resources. During the review process, guides may be returned to the supervisor for revisions or changes. Prior to the completion of this review of the preliminary ratings, supervisors may have general discussions with an employee about their performance, but employees should not be informed of the supervisor's recommended ratings. Supervisors will be notified by Human Resources when the ratings review is complete, after which the annual performance meeting may occur. The annual performance review meeting to inform the Civil Service employee of the finalized ratings will typically be conducted by the supervisor early in the following calendar year.

EMPLOYEE SELF-REVIEW: The employee may choose to submit their own performance comments and self-ratings to their supervisor prior to the supervisors submission of their guide. Employees may also request a face-to-face meeting with their supervisor to discuss their self-ratings. Supervisors may require the employee to provide their self-review in the online system.

At the beginning of each calendar year, supervisors will work with their Human Resources representative to review and create the online ACES annual guides for their CSA employees. Supervisors will work with their Human Resources representative to create online ACES probationary guides for new CSA employees. The completed online guides are available to the supervisor and employee to document their performance throughout the rating period.

V. RELATED DOCUMENTS, FORMS AND TOOLS

ACES Online System: <https://aces.sdbor.edu>

Civil Service ACES informational guides are available from the MyUSD portal:
<https://portal.usd.edu/administration/human-resources/performance-management.cfm>