



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 70.12, **Staff Performance Management**

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

REVIEW: This HSCEP OP will be reviewed on March 1 of each odd-numbered (ONY) by the Assistant Vice President for Human Resources, with recommendations for revisions submitted to the Chief Financial Officer and Administration by March 15.

PHILOSOPHY: Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) 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 El Paso is committed to a performance management system that:

- Aligns the efforts of supervisors and employees with TTUHSC El Paso's mission and vision;
- 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 El Paso 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 El Paso.

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 HSCEP 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 El Paso 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. *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.elpaso.ttuhscc.edu/hr/performance.aspx>.*

3. All administrators/supervisors are required to attend performance management training within three months of their appointment and every three years thereafter.
4. Administrators will ensure that the Human Resources Department 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 HSCEP department, they should 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:
 - o An “overall” rating of less than 4.0
 - o An overall “section” 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 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 Department:
 - 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:
 - o An “overall” rating of less than 4.0
 - o An overall “section” rating of less than 4.0
6. 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.
7. **Right to Change Policy.** TTUHSC El Paso 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.