

Section 3	Human Resources Policies	02/13/92-Originated
Subject 3.1	Training and Development	03/07/13-Reviewed w/ changes -Reviewed w/o changes
Policy 3.1.4	Performance Management Program	04/08/13-Effective Human Resources -Author

Performance Management Program

Policy

Official performance reviews will be documented on a UTMB-approved evaluation form for all employees (Administrative & Professional, Faculty, Classified) on an annual basis.

Within the first month following initial employment, transfer, promotion, demotion, or reclassification, employees are informed in writing by their supervisor of the behavioral expectations and work outcomes expected of them and how they will be evaluated. An employee's performance rating shall be based on his or her meeting established goals, as reflected by the evaluation. Work outcomes and behavioral expectations will be established for all classifications of employees. While work outcomes may vary based on the employee's specific job, there will be consistency in the measurement of performance-related work outcomes and behaviors. The performance evaluation will be used as a basis for decisions related to performance-based (merit) salary increases, promotions, and other conditions or privileges of employment.

Supervisors will notify employees in writing upon revising their behavioral expectations, work outcomes and/or development outcomes. Employees will not be evaluated on revised standards for at least one month.

Supervisors should provide on-going coaching related to behavioral expectations, work outcomes, and development outcomes.

UTMB complies with applicable federal and state laws and regulations, and strives to maintain an environment which does not discriminate against applicants or employees on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, genetic information, or veteran status.

Managers not completing employee evaluations as outlined will be subject to disciplinary action.

Program Goals

The focus of the Performance Management Program is employee growth and development and the management of performance within the context of continuous improvement.

The goals of the Performance Management Program are to:

1. translate institutional outcomes into individual outcomes for

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**Program Goals,
continued**

- employees;
1. focus employee behavior on key actions that will affect institutional results;
 2. help supervisors and employees agree on goals and behaviors;
 3. provide continual communication and support focused on goals compared to attained performance levels;
 4. foster a sincere discussion of opportunities for development among employees;
 5. guide employees toward behaviors that drive effective performance; and,
 6. promote a climate supporting exceptional performance.

Training

All personnel responsible for completing performance reviews shall receive appropriate training coordinated through Human Resources.

**Changes to the
Evaluation**

Any change to the evaluation form during the appraisal interview must be initialed and dated by the employee and the evaluator or a replacement form may be completed, signed, and dated by both parties.

**Changes in
Supervisor**

Evaluators are required to supervise an employee for a minimum of three months prior to completing the performance management review.

Action Plans

Any employee who receives a rating of “does not meet performance standards or target” on one or more of the performance categories/ standards must have a performance improvement action plan created to include specific time frames for improvement. Each department will be responsible for tracking and monitoring performance improvement action plan progress.

**Copies of the
Evaluation**

A copy of the completed performance evaluation and all attachments will be given to the employee following the performance review.

The original performance evaluation will be forwarded by the supervisor to the UTMB Employee Records department.

Departments will be responsible for the security and confidentiality of any duplicates of performance appraisal forms they keep in departmental records.

Reference

Policy 3.1.2, *Employee Files*
U.T. System *Regents Rule* 30501