

## Handbook of Operating Procedures

### ANNUAL STAFF EMPLOYEE PERFORMANCE EVALUATION PROGRAM

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#### A. Purpose

The purpose of this policy is to provide for the administration of an effective performance evaluation program for staff.

#### B. Persons Affected

This policy applies to regular staff employees of The University of Texas Rio Grande Valley (UTRGV). This policy does not apply to academic administrators who are subject to HOP ADM 06-301, Evaluation of Academic Administrators.

#### C. Policy

It is the policy of UT Rio Grande Valley that supervisors conduct appraisals for all regular employees under their supervision in accordance with this policy established by the Office of Human Resources. The Office of Human Resources shall develop an effective appraisal program based on lawful, job-related, and nondiscriminatory criteria and provide guidelines for use by managers in the appraisal of regular staff employees. Adherence to the provisions of this policy and to the guidelines promulgated by the Office of Human Resources will be considered in the evaluation of supervisory personnel.

#### D. Procedures

##### 1. *Appraisal Schedule*

##### a. Annual Appraisal:

- i. Supervisors shall complete a formal appraisal on each of their regular employees at least once a year for the period of May 1st through April 30th. Appraisals must be conducted and completed for each employee between May 1st and May 31st of each year, unless an extension has been approved by the Chief Human Resources Officer or designee.
- ii. An appraisal may serve as the annual appraisal, at the supervisor's discretion, if a new employee has received an appraisal on the 150th day after commencement of employment and the appraisal is completed between April 1st and April 30th. If so, the supervisor must notify the Office of Human Resources accordingly. Thereafter, the employee's annual appraisal will occur during the standard timeline in Subsection D.1.a.i.

- iii. Additional appraisals may be conducted at the discretion of the supervisor.
  - iv. If an employee takes extended leave, the applicable review period does not change. Upon the employee's return from extended leave, the supervisor must meet with the employee to review the annual appraisal.
- b. Probationary Classified Staff Employee Appraisals:
- i. Clarification of job duties and responsibilities should be communicated to employees at the commencement of employment.
  - ii. Supervisors should conduct two appraisals on all probationary classified staff employees (as defined by Handbook of Operating Procedures ADM 04-305, Probationary Period for Classified Employees) as of the 90th day and 150th day after commencement of appointment.
  - iii. Supervisors should keep probationary classified staff employees apprised of performance progress during the probationary period.
  - iv. Upon completion of the probationary period, supervisors will then be required to conduct appraisals annually in accordance with Subsection E.1.a.

## 2. *Appraisal Criteria and Process*

- a. Each appraisal shall be based on criteria specific to the assigned job duties, applied consistently, and are required to adhere to all applicable rules and policies.
- b. Supervisors should develop work performance standards based on the employee's current job description and communicate these standards to employees upon commencement of appointment. Supervisors should provide employees feedback regarding work performance including areas in need of improvement, identification of any training needs, recognition of job-related accomplishments and outstanding performance.
- c. Each formal appraisal shall be documented in the format stipulated by the Office of Human Resources and conform to the guidelines stipulated by the Office of Human Resources.
- d. Supervisors should schedule appraisal sessions in advance and conduct them privately with each employee in a location free from interruptions.

- e. Signature of the employee is treated as an acknowledgement that the employee received a formal appraisal and does not indicate the employee's agreement with the appraisal itself. An employee's refusal to sign will be indicated on the appraisal by the supervisor.
- f. A supervisor should consult with the Office of Human Resources when an employee's performance may result in an overall unsatisfactory evaluation.
- g. Supervisors must maintain the confidentiality of all appraisal documents to the greatest extent possible. Access should be limited only to those individuals identified in this policy, individuals on a need-to-know basis, as appropriate, or in compliance with any state or federal law.
- h. Supervisors are encouraged to maintain an electronic copy of their employee's performance appraisal.
- i. A copy of each appraisal must be sent to the Office of Human Resources for the employee's personnel file no later than the last workday of May. Additional appraisal documents may be submitted with the official appraisal.
- j. The Office of Human Resources will review appraisals for EEO Compliance issues and bring any concerns to the attention of the Office of Title IX & Equal Opportunity.
- k. Employees must follow the procedures in HOP ADM 03-100, Non-Discrimination and Complaint Procedure, regarding complaints concerning a supervisor's appraisal.
- l. Each employee shall receive a copy of his or her completed appraisal upon request. All materials related to an employee's performance appraisal will be publicly released only in accordance with the Texas Public Information Act, Texas Government Code Chapter 552.
- m. Salary increases related to promotions and merit awards will require that a current and satisfactory appraisal be on file with the Office of Human Resources.

#### **E. Definitions**

1. Academic Administrator – unless otherwise defined by approved institutional policy, administrator is intended to refer to academic executive vice presidents, deans, department chairs, and directors of academic units.
2. Classified Employee – Staff employees who are not appointed as faculty members or as administrative or professional employees.

3. *Regular Staff Employee* – Includes any non-faculty employee hired for a period of at least four and one half (4 ½) months and for at least 50% full time equivalent (FTE) and who is benefits-eligible.

**F. Related Statutes or Regulations, Rules, Policies, or Standards**

[University of Texas System Board of Regents' Rules and Regulations, Rule 30501, Employee Evaluations](#)

[University of Texas System Board of Regents' Rules and Regulations, Rule 30103, Standards of Conduct](#)

[University of Texas System Board of Regents' Rules and Regulations, Rule 30601, Discipline and Dismissal of Classified Employees](#)

[University of Texas System Board of Regents' Rules and Regulations, Rule 31101, Evaluation of Administrators](#)

[Texas Government Code Chapter 552, Public Information](#)

**G. Dates Reviewed or Amended**

September 18, 2018 - Reviewed and amended.

July 13, 2022 - Reviewed and amended (non-substantive: updated responsible executive)

January 11, 2024 - Reviewed and amended (non-substantive: updated responsible executive and department name)