

# Augusta University

## Policy Library

# Performance Appraisals of Classified Employees Policy

**Policy Owner: University HR Services**

### **POLICY STATEMENT**

Augusta University supports a performance management process that is consistent and continuous, and emphasizes communication between supervisors and employees. Supervisors are expected to assess and ensure optimal employee performance, document acceptable and unacceptable performance, and to improve performance that is below standards or below an employee's capabilities. Critical to meeting this expectation are regular evaluations of an employee's progress, accurate documentation of that progress, and regular communications with the employee.

To establish a system for assessing and improving the work performance of employees and to provide guidelines for the administration of this system. In accordance with the University System of Georgia, Augusta University has an established process for the performance evaluation for all classified employees. All classified employees shall be evaluated by the supervisor in a systematic manner annually and may also be subject an evaluation during the mid-year.

*Note: The following policy does NOT apply to Augusta University leased employees who are governed by applicable AU Health System policies and procedures.*

### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- |   |   |  |   |                                   |
|---|---|--|---|-----------------------------------|
| <input type="checkbox"/> Alumni           | <input type="checkbox"/> Faculty                | <input type="checkbox"/> Graduate Students   | <input type="checkbox"/> Health Professional Students | <input type="checkbox"/> Visitors |
| <input checked="" type="checkbox"/> Staff | <input type="checkbox"/> Undergraduate Students | <input type="checkbox"/> Vendors/Contractors |   |                                   |
| <input type="checkbox"/> Other:           |   |  |   |                                   |

### **DEFINITIONS**

- **Provisional Employee:** Employee within the first six months of employment

### **PROCESS & PROCEDURES**

Performance appraisals are required as follows:

**Provisional Period:** The job performance of all new employees must be evaluated at least once during the employee's six month Provisional Period. It is recommended that the new employee be evaluated after three (3) months and then again prior to the conclusion of the six (6) month provisional period. The provisional period appraisal must be submitted to the

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**Office of Compliance and Enterprise Risk Management Use Only**

**Policy No.:** 522

**Policy Sponsor:** Type the title of the Executive Leader of the department.

**Originally Issued:** Not Set

**Last Revision:** 09/16/2016

**Last Review:** 06/09/2017

Division of Human Resources, Training Section, not less than 10 days prior to the end of the new employee's six (6) month provisional period.

**Annual Appraisal:** The job performance of all continuing employees must be appraised once a year, between March 1 and April 30, and will be the basis on which any merit increase is recommended. The annual performance appraisal must be submitted to the Division of Human Resources not later than May 15 of each year.

**Mid-Year Review:** Mid-year reviews may be scheduled in addition to the formal annual appraisal. This review will provide an opportunity to address progress on performance expectations and job responsibilities. The midyear review should be completed in the month of September and submitted to Human Resources not later than October 15 of each year, or as determined by the immediate supervisor.

### **Disposition of Performance Appraisal Document**

- Original to Human Resources
- One copy to employee
- One copy to department file

### **Guidelines**

- Job descriptions for patient care classifications will reflect age specific competencies according to the relevant patient population being served. Appropriate age specific competencies will be included in the employee's annual appraisal.
- The supervisor should provide feedback and coaching throughout the year concerning the employee's performance.
- The supervisor will complete a performance appraisal for each employee and rate the employee's performance based on the previously communicated performance standards and goals. The supervisor will meet with the employee to discuss the performance appraisal. The performance appraisal meeting will occur annually.
- An employee action plan may be included in the appraisal. The employee's action plan will list areas in the employee's job performance where improvement is needed and specify action plans for improvement. The action plan will include personal development goals for the employee and action plans designed to expand the employee's job-related skills, knowledge, and abilities. An employee action plan is required if the overall performance appraisal rating is "Below Expectations".
- Employees who are rated "Below Expectations" require follow-up in writing to document the progress of expected improvements utilizing the Action Plan Follow-up form.
- The supervisor will conduct a private conference on performance results with each employee. The conference provides the supervisor with the opportunity to recognize the employee's accomplishments and to establish plans for improving performance with the employee. Crucial to carrying out the purposes of the performance appraisal is a candid discussion of areas requiring improvement, as well as the opportunity for employees to respond.
- At the end of the conference, the employee should sign the Performance Appraisal document. The employee's signature signifies only that the employee has seen the

appraisal, not necessarily that the employee agrees with the appraisal. The employee's signature is required to ensure that the employee has reviewed the appraisal and is aware of its content.

**Personal Assistance**

Human Resources Division staff members are available to provide guidance to management in preparing performance appraisals, conducting employee conferences, and assisting in the development of performance expectations.

**REFERENCES & SUPPORTING DOCUMENTS**

Performance Appraisal for Classified Employees  
Mid-Year Review for Classified Employees  
Action Plan (Met) Follow-Up Template  
Action Plan (Not Met) Follow-Up Template

**RELATED POLICIES**

Intentionally left blank.

**APPROVED BY:**

President, Augusta University and CEO, AU Health System    Date: 06/09/2017