

# PERFORMANCE MANAGEMENT

## WHAT IS PERFORMANCE MANAGEMENT?

Performance management is an ongoing process that provides clear performance objectives, coaching, feedback and recognition for outstanding work. A pay system that seeks to create a strong linkage between performance and rewards needs to be supported by a healthy performance management process in order to be effective.

## WHY DO WE NEED THIS RULE?

Strategic alignment of the workforce with our mission, vision and values is critical to the continued growth and success of the University. With the passing of HB 2542, the Legislature required the development of a rule at the local, institutional level. After seeking input from hundreds of employees over a period of several months, the University drafted a progressive performance management rule which is now out for public comment.

## WHO IS COVERED BY THIS RULE?

This rule covers the requirements for performance management of classified and non-classified employees. So, anyone who supervises classified and non-classified employees, including faculty who supervise, must pay particular attention to the requirements in this rule.

## WHAT TYPES OF PERFORMANCE REVIEWS WILL BE REQUIRED FOR CLASSIFIED AND NON-CLASSIFIED EMPLOYEES?

### 6 Month Performance Reviews for New-Hires

At the end of the first 6 months of employment as a new hire, your supervisor will provide a written evaluation and meet with you to explain the contents of the evaluation.

### Annual Performance Reviews

Your supervisor will provide a written annual performance review and meet with you to explain the contents of the evaluation. Your supervisor is also encouraged to provide regular, informal feedback throughout the year.

### Performance Improvement Plans

If you receive an evaluation of development needed, your supervisor will work with Talent and Culture to develop a performance improvement plan for you. The plan will have

defined objectives and timelines for improvement. If you do not meet the objectives within the established timelines, additional personnel action may be considered, including termination of employment.

## WILL MY SUPERVISOR RECEIVE ANY TRAINING ON PERFORMANCE MANAGEMENT?

If you are a classified or non-classified employee, this new rule requires that your supervisor complete training on performance management. In addition, your supervisor will also receive refresher materials on performance management policies and processes every 3 years. In accordance with our values of Respect and Accountability, the university considers performance management as a fundamental skillset required of anyone in a people leadership role.

## WILL I GET THE OPPORTUNITY TO OFFICIALLY RESPOND TO THE RESULTS OF MY PERFORMANCE REVIEW?

As a classified or non-classified employee, you will be given 10 business days to respond in writing regarding the results of your performance review, if you would like to do so. If you have concerns you are also encouraged to talk to your supervisor, next-level supervisor, or Employee Relations.

## WHEN WILL MY PERFORMANCE REVIEW BE CONSIDERED FINAL?

Your performance review will be considered final 15 business days after it is first delivered to you by your supervisor.

## WHERE DO I GO FOR MORE INFORMATION OR TO OFFICIALLY COMMENT ON THE RULE?

This document is simple summary regarding performance management, and additional details are included in the full text of the proposed BOG rule. The public comment period for this rule runs from July 18, 2017, to August 17, 2017. To review the full text of the proposed BOG rule or to officially provide a written comment please go to [policies.wvu.edu](http://policies.wvu.edu).