NCCU PERFORMANCE MANAGEMENT
EVALUATIONS 2014-2015
~ For EPA-Non Faculty and SPA Employees ~

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KEY EPA AND SPA PERFORMANCE MANAGEMENT RESOURCES

**EPA-NON FACULTY DOCUMENT**
Resides in the NCCU Doc Library via the link provided below.

- NCCU EPA Non-Faculty Performance Management Template

**SPA DOCUMENTS**
Reside in the NCCU Doc Library via the links provided below.

- SPA Performance Management Guidelines
- Employee Probation Evaluation Form
- NCCU SPA Performance Management Template
- Performance Management Certification Roster
- Performance Management Interim Review Certification Roster
- Work Plan Certification Roster

**KEY EPA AND SPA PERFORMANCE MANAGEMENT DATES**

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<tr>
<th></th>
<th>May 29</th>
<th>Performance Appraisals and Certification Rosters are to be completed and verified for all SPA employees (Except Temps). Scan to <a href="mailto:employeerelations@nccu.edu">employeerelations@nccu.edu</a> by 5:00 p.m.</th>
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<tbody>
<tr>
<td>SPA</td>
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<tr>
<td>EPA</td>
<td>June 30</td>
<td>Scanned copies of completed evaluations signed by the supervisor, employee and manager should be emailed to the Human Resources <a href="mailto:employeerelations@nccu.edu">employeerelations@nccu.edu</a> by 5:00 p.m.</td>
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<tr>
<td>SPA</td>
<td>June 30</td>
<td><strong>Work Plans</strong> for 2015-2016 are to be completed and verified for all SPA employees (Except Temps). Scan Work Plan Certification Roster to <a href="mailto:employeerelations@nccu.edu">employeerelations@nccu.edu</a> by 5:00 p.m.</td>
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**EPA EVALUATION PROCEDURES**

**EPA (NON-FACULTY) PERFORMANCE PROGRAM**

An annual written performance evaluation is required for all permanent EPA non-faculty employees by the university. The annual performance evaluation offers an opportunity for the manager and employee to dialog regarding the performance management process, clarifies professional development goals, and notes progress during the performance period towards achieving specified goals. This requirement should be satisfied using the guidelines that are provided below.

**EVALUATION PERIOD**

The annual performance evaluation should cover the period from the previous July 1st to June 30th of the following year. In general, EPA non-faculty performance evaluations should be prepared, presented and discussed with the employee, and submitted to Human Resources (HR) prior to June 30th of each year.

**EVALUATION GUIDELINES**

- Employees who were not in their present positions as of the previous July 1st should have an evaluation that is reflective of their position start to date.

- Employees who have experienced a supervisory change in their present position during the evaluation year, should have the benefit of their prior supervisor being consulted and allowed an opportunity to contribute to the year-end evaluation, whenever possible. Ultimately, the present supervisor is responsible for assuring completion and delivery of the annual performance evaluation under these circumstances.

- If an employee has been in their present position less than three (3) months as of the end of the annual performance evaluation period, they should be provided a document that outlines the position duties and performance expectations. Initial observations regarding performance that the supervisor believes would be relevant to the employee understanding current and future expectations should be discussed.

**INTERIM REVIEWS**

Although not required, supervisors may also conduct a mid-year written performance review, with the employee to assist in providing an opportunity for assessment and performance correction prior to the formal review each July 1st.

**DOCUMENTATION FOR SUBMISSION TO HR**

Scanned copies of completed evaluations signed by the supervisor, employee and manager should be emailed to the Human Resources employeerelations@nccu.edu mailbox by **Monday, June 30, 2015**. Please do not deliver hard copies to Human Resources.

**EMPLOYEE FEEDBACK**

The employee should be provided an opportunity to comment on the annual evaluation in writing. Any such comments should be attached to the original copy of the evaluation and placed in the department’s personnel file at the employee's request.

**EPA COPY/APPROVAL/RECORDKEEPING**

- A copy of the annual written performance evaluation must be provided to the employee with the original placed in the employee's departmental personnel file.
It is suggested, although not required, that the employee provides a signature on is asked to acknowledge the original copy of the annual performance evaluation by providing a signature to note receipt. This is not intended to stipulate employee agreement or disagreement with the content of the evaluation itself.

It is also suggested, however not required, that next level-supervisor’s are copied on the performance evaluations and acknowledge receipt by signature.

### SPA EVALUATION PROCEDURES

#### PERFORMANCE MANAGEMENT CYCLE END

The current performance management Cycle 27 ended April 30, 2015. Prior to the end of May, universities will report employee performance ratings by entering rating results into the Human Resources Information Management System.

#### DOCUMENTATION REQUIRED FOR SUBMISSION

The NCCU Performance Management Certification Roster (See Key Performance Management Resources Section) is required from every department and should include names of all employees within your work unit. This roster, along with a copy of the completed evaluation for each employee should be scanned to employeerelations@nccu.edu by Friday, May 29, 2015.

Completed evaluations require the signature of the supervisor, employee and manager.

#### EMPLOYEE WORK PLANS

State policy requires that all SPA employees meet annually with management to develop a work plan at the beginning of the work cycle (May 1). All original work plans are to be maintained in the department and not submitted to Human Resources.

The Work Plan Certification Roster is the only document that should be submitted to employeerelations@nccu.edu confirming work plans have been completed for the rating cycle.

#### PROBATIONARY EMPLOYEE WORK PLANS

For probationary employees, a work plan must be completed within 30 days of the date of hire. To remove an employee from probationary status, the supervisor is required to provide performance documentation via the Employee Probation Evaluation Form and the Work Plan.

It must be documented that 1) the probationary employee’s performance is meeting minimal expectations; or 2) termination of employment is recommended.