

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Human Resources Policy ER-6
Staff Evaluation System

SUBJECT: Staff Evaluation System

PURPOSE: To establish a systematic staff evaluation system for staff employees utilizing an annual performance appraisal process that will serve as a basis for merit pay increases (when available), employee development, and promotion decisions necessary to develop and maintain an effective and efficient staff workforce.

POLICY: It is the policy of Sam Houston State University to annually review and recognize staff employees. This policy ensures the University's performance standards, evaluation criteria, and appraisal process complies with the applicable regulations of the Equal Employment Opportunity Commission and related federal laws. Performance evaluations are based on lawful job related and non-discriminatory criteria, and are reviewed by Department Heads to ensure Equal Employment Opportunity (EEO) compliance.

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1. Responsibility

It is the responsibility of the immediate supervisor and/or the Department Head to monitor staff employee performance and behavior and to:

- a. Provide timely feedback to the employee
- b. Document exceptional performance and/or behavior

2. Meritorious Service

Meritorious service is defined as the performance of job duties consistently above the level of performance and productivity that is normally expected or required. Meritorious service should always be recognized by the immediate supervisor as soon as possible. A "well done" or "good job" lets the employee know he/she is appreciated and encourages continued good performance.

3. Staff Performance Evaluation

Staff performance evaluation is an on-going supervisory process. The immediate supervisor should recognize exceptional performance and review it with the staff employee immediately. The Staff Performance Evaluation (SPE) form should be used when a written exceptional performance evaluation is necessary to record a critical incident. The SPE form should be kept in the supervisor's file and used as a reference during the annual performance appraisal.

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4. Annual Performance Appraisal

During the Spring Semester each staff employee will receive an Annual Performance Appraisal provided the staff employee is employed on or before March 1st.

The immediate supervisor will use the Annual Performance Appraisal meeting to review with the staff employee his/her performance during the past year. Emphasis should be on the employee's performance and accomplishments that are above the level normally expected or required by the job. The review should include a discussion and agreement between the employee and the supervisor about what they can do during the coming year to help the employee develop his/her skills and ability to improve job performance and prepare for advancement opportunities.

The Annual Performance Appraisal (APA) form is used to conduct and record the results of the Annual Performance Appraisal. The APA form will remain in the department for support documentation, for use in future merit reviews, and to satisfy audit requirements.

The Staff Evaluation Summary (SES) form along with processing instructions will be distributed to each Division Vice President. The SES form for each department should list all of the staff employees in the department. The SES form is the instrument used to report that an Annual Performance Appraisal was completed for each eligible staff employee and to indicate which staff employees are recommended for merit pay increases (when merit pay funds are approved and available).

5. Merit Pay Increase

As a result of the Annual Performance Appraisal, the supervisor may recommend a merit pay increase when in his/her judgment the employee's performance is meritorious and exceeds minimum standards that are based on specific, objective, measurable, and consistently applied criteria. To be eligible for a merit increase the employee must have been employed at least six (6) months and have not had a merit increase for at least six (6) months. To recommend a merit pay increase, the supervisor must submit their recommendations on the Staff Evaluation Summary (SES) form. Merit pay increases will be included in the budget and will become effective on the 1st of September. The amount for staff merit pay increases will be determined each year based on funds approved and available for this purpose. Each Divisional Vice President will provide their Deans/Directors and Department Heads with the needed direction to execute their SES recommendations.

6. Seniority Merit Pay

Seniority merit pay allows for employees with a minimum of ten years service at Sam Houston State University and who have reached the maximum pay level for their current job classification to receive a merit pay increase based on meritorious service. The seniority merit pay allows employees to exceed the maximum of their job classification pay range based on years of service at Sam Houston State University as follows:

<u>Years of Service</u>	<u>% Added to Maximum</u>
10-14	10%
15-19	15%
20+	20%

7. Documentation

Staff employee performance and/or behavior should be documented when, in the opinion of the supervisor, it is outside the range of normal expectations (critical incident). The Staff Performance Evaluation (SPE) form is the standard form used to document exceptional performance and/or behavior during the year. The SPE form should be kept in the supervisor's file and used as a reference during the annual merit review. The Annual Performance Appraisal (APA) form is used to conduct and record the employee's annual performance appraisal. The APA form and the SPE form should be kept in the Department's personnel file for future reference. The Staff Evaluation Summary (SES) form is used to record the annual performance appraisal and to recommend staff merit increases, if applicable. After processing, the SES form is sent to the Human Resources Department.

8. Forms

[Staff Performance Evaluation \(SPE\)](#)

Annual Performance Appraisal (APA) Forms -- <http://www.shsu.edu/~hrd> [www/staffevaluation](http://www.shsu.edu/~hrd/www/staffevaluation)
Staff Evaluation Summary (SES) (computer generated)

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