

Policy 5-141: Performance Management – University Staff (Other than UUHC Staff). Revision 0.

I. Purpose and Scope

A. Purpose

To outline requirements for University Departments, Managers and Supervisors regarding performance management for covered Staff Members at the University of Utah.

B. Scope

This Policy applies to all managers and supervisors of University Staff Members in benefits eligible positions (covered Staff Members), except for Staff Members of the University of Utah Hospitals and Clinics (UUHC).

This Policy does not apply to employees in the categories of Academic Staff, Educational Trainees, Postdoctoral Fellows, and Medical Housestaff (which are considered Non-faculty Academic Employee positions, as described in Policies [5-001](#) and [6-309](#)).

II. Definitions

The definitions of Employee-related terms provided in Policy 5-001 apply for purposes of this Policy (including the defined terms “Staff,” and “Benefits-eligible Position”).

The University’s approved Staff Performance Management System referred to in this Policy is a system designated by the Chief Human Resources Officer to be used for conducting the discussions and evaluations of Staff employees required under this Policy.

III. Policy

- A. University employees in supervisory roles shall utilize the University's approved Staff Performance Management System for covered Staff Member performance plans and evaluations.
 - 1. Supervisors are required to conduct a minimum of one performance management discussion and evaluation each year with covered Staff Members.
 - 2. The performance discussions and evaluations shall be documented in the approved University performance management system.

IV. Rules, Procedures, Guidelines, Forms and other Related Resources

- A. Rules [reserved]
- B. Procedures [reserved]
- C. Guidelines [reserved]
- D. Forms [reserved]
- E. Other Related Resource Materials [reserved]

V. References

[Policy 5-001](#)

[Policy 6-309](#)

VI. Contacts

The designated contact officials for this Policy are:

- A. Policy Owners (primary contact persons for questions and advice):
Director of Employee Relations for Human Resources.
- B. Policy Officers: Chief Human Resources Officer
- C. These officials are designated by the University President or delegee, with assistance of the Institutional Policy Committee, to have the following roles and authority, as provided in University Rule 1-001:

"A 'Policy Officer' will be assigned by the President for each University Policy, and will typically be someone at the executive level of the University (i.e., the President and his/her Cabinet Officers). The assigned Policy Officer is authorized to allow exceptions to the Policy in appropriate cases.... "

"The Policy Officer will identify an 'Owner' for each Policy. The Policy Owner is an expert on the Policy topic who may respond to questions about, and provide interpretation of the Policy; and will typically be someone reporting to an executive level position (as defined above), but may be any other person to whom the President or a Vice President has delegated such authority for a specified area of University operations. The Owner has primary responsibility for maintaining the relevant portions of the Regulations Library... [and] bears the responsibility for determining -requirements of particular Policies... ."

University Rule 1-001-III-B & E

VII. History

A. Current version: Revision 0.

Approved by the Academic Senate [April 1, 2019].

Approved by the Board of Trustees [April 9, 2019].

Legislative history for Revision 0: {*embed link*}