

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

Revision 0. Effective date: April 9, 2019

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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 following definitions apply for the limited purposes of this policy and any associated regulations.

- A. 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”).
- B. 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.

Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.

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

- A. Policies/ Rules. [reserved]

B. Procedures, Guidelines, and Forms. [*reserved*]

C. Other Related Resources. [*reserved*]

V. References

A. Policy 5-001: Employee Definitions

B. Policy 6-309: Academic Staff, Educational Trainees, Postdoctoral Fellows, and Medical Housestaff

VI. Contacts

The designated contact officials for this Regulation are

A. Policy Owner(s) (primary contact person for questions and advice): Director of Employee Relations for Human Resources.

B. Policy Officer(s): Chief Human Resources Officer

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

Revision History.

A. Current version. Revision 0.

1. Approved by -- Academic Senate April 1, 2019, and Board of Trustees April 9, 2019 with effective date of April 9, 2019.

2. Editorial Revisions

a. Editorially revised March 7, 2023 to move to current regulations template.

B. Previous versions.

a. [reserved]

C. Renumbering

1. Not applicable