PERFORMANCE EVALUATION SYSTEM—method to assess job performance, including any link to pay increases.

The Performance Management Process is used to assess how an employee performs his or her job duties, identify performance expectations based on his or her position description and provide feedback to the employee on four essential components of the performance management process: Performance Planning, Coaching and Feedback, Reviewing and Appraising Performance, Recognizing and Rewarding Performance. To help employees achieve and exceed performance expectations it is crucial for supervisors to have a current position description on file and to complete a performance appraisal.

1. USS will use an existing WSU performance appraisal form to help supervisors have open communication with employees throughout the entire review period to cover five levels of evaluation: Unsatisfactory; Needs Improvement; Meets Expectations, Exceeds Expectations and Exceptional.

2. Human Resources (HR) will maintain central records, notify departments when evaluations are due and monitor completion of evaluations by deadlines associated with salary increases. The evaluation completion date will change from October 1 to March 1 to allow for budget projections for salary increases.

3. Everyone conducting evaluations of USS staff will be offered two recommended trainings concerning the process and instructions for documentation of reasons (with comments) as to why an individual rating was selected. This would be especially valuable for “unsatisfactory” or “needs improvement” ratings.

4. Pay incentives (pay for performance):
   a. Employees with a current evaluation and with a Meet Expectations or higher performance rating may be eligible for a salary increase.
   b. Salary enhancements will be based on merit.
   c. Supervisors that do not complete evaluations will be held accountable.

5. Performance ratings will continue to be taken into consideration in the layoff process.

6. Maintain the practice of a six-month probationary period, with extension of up to twelve months.