



Policy

Title:	Performance Management and Evaluation
Effective Date:	August 16, 2019
Approved By:	President's Council
Responsible Party:	Vice-President for Human Resources
History:	May 15, 2017
Related Documents: Annual Performance Review Form; Introductory Period Policy	

I. PURPOSE

The purpose of an effective performance management system is for employees to have a clear understanding of the work expected from them, to receive ongoing feedback regarding how they are performing relative to expectations, to distribute rewards accordingly, to identify development opportunities, and to address performance that does not meet expectations. Performance appraisal information is a consideration in making personnel decisions such as promotions, disciplinary actions, layoff determinations and salary increase eligibility.

This policy does not apply to Salus University faculty.

II. DEFINITIONS

Introductory Period – Normally, a 90 calendar day period, beginning with the first day of employment for an employee who is new to a position. An evaluation period may not exceed 120 calendar days.

Counseling Session – A meeting between an employee and their supervisor intended to identify strengths and/or weaknesses; to inform the employee of his/her performance deficiencies; to formulate corrective actions, if needed; and to assist the employee in identifying ways to improve performance.

Performance Improvement Plan – (PIP) A written document which details performance expectations as agreed to by a supervisor and an employee for the acceptable performance of duties and responsibilities as outlined in the job description.

III. POLICY

Salus University will formally evaluate the performance of employees, at least annually. An appraisal of employees is also conducted at the end of the employee's Introductory Period or at any time that performance warrants improvement.

IV. PROCEDURE

All non-faculty employees of the University shall be evaluated at:

- The completion of their Introductory Period ;
- Annually (each Spring); and
- As needed, based on performance.

Peer reviews are collected on all members of small President's Council (PC). Each PC member receives feedback from the other PC members, their direct reports and the members of Academic Council with whom they regularly come into contact.

Effective performance management requires continuous improvement feedback to employees. Supervisors should evaluate performance, identify shortcomings, and plan training needed to correct any weaknesses.

Outside of the annual performance review process, if a supervisor feels that an employee needs to improve their efforts in meeting the requirements of their position, the Vice President of Human Resources will work with supervisors to develop a written PIP for individual employees as needed.

If an employee fails to meet the established guidelines for improvement within the designated time frame set forth in the written PIP, the employment relationship with the employee may be terminated.

The decision not to implement a PIP, nor the successful completion of a PIP does not supersede the at-will employment relationship of all those employed by the University.