SECTION 2.2  E-Performance

University of Houston’s Performance Review Philosophy:

Each staff member is an integral component in the success of achieving the stated goals of the University of Houston and to our principles of “Learning. Leading.” Staff deliver success through their competencies: professional expertise, innovation, communication and cultural awareness. Continued success requires effective and interactive performance dialogues between staff and supervisors that identify goals, initiatives, professional development, results, accountability and mutual respect.

Staff performance appraisals are conducted in accordance with University of Houston Administrative Memorandum 02.A.11.

Staff E-Performance are used to inform employees of the quality of their work and identify areas that may need improvement. These E-Performance consist of assessing the employee’s ability to perform tasks, fulfill responsibilities, meet behavioral and conduct standards, and perform other job requirements at desired levels of competence.

These E-Performance assist supervisors in maintaining work control and effective use of staff, provide supportable basis for making personnel decisions including training, merit pay adjustments, promotions, transfers, continued employment, or termination.

Employee performance is monitored by supervisor(s) during the probationary period to determine whether employment should be continued. Employees shall receive an E-Performance annually or as needed.

E-Performance are required for all benefits eligible employees scheduled to work at least 50 percent time for at least 4 1/2 continuous months, excluding student positions, employees considered part-time (less than 50 percent FTE), and temporary employees. The University Center & Associated Facilities evaluates student employees at the end of each regular semester.

The immediate supervisor is responsible for conducting E-Performance for all employees under their supervision. In the case of multiple supervisors, the evaluation will be conducted by the supervisor who oversees the majority of the work.

E-Performance are objective, not subjective and focus on work performance, not personal attributes. The process is intended to:

a. Emphasis on professional and career enhancement opportunities.
b. Alignment of staff competencies/goals with UH initiatives.
c. Format choices that make sense across our wide range of positions.
d. Support for future programs such as merit pay, comprehensive training programs, and competencies as a foundation for HR programs.
After the supervisor has completed the E-Performance form and signed it, the supervisor will then review the appraisal in a private discussion with the employee. The supervisor must make certain the employee clearly understands the duties of their job, reasons for the assessment of the employee’s performance, and allow the employee to provide input and add written comments on the E-Performance document. Both the supervisor and the employee must sign the completed E-Performance document.

The completed E-Performance document will then be forwarded to the Human Resources Department via the University Center Administration Office.

Last revised on 8/31/2012

REVIEW AND RESPONSIBILITY
Responsible party: Student Life Policy Team
Review: Every two years on or before August 31st

APPROVAL
Dr. Noel J. Clarke, Director Business Operations