



## **Procedure on Performance Evaluation Program for Exempt and Nonexempt Employees**

*(Approved by the President on August 16, 2005)*

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### **I. PURPOSE & APPLICABILITY**

The purpose of this procedure is to establish a procedure for Performance Evaluations for Exempt and Nonexempt staff, both regular and contingent status.

### **II. BACKGROUND**

BOR VII – 5.20 Policy on Performance Evaluation specifies that “employees shall receive a performance review at least once every 12 months” and requires that each USM institution develop a procedure for performance evaluation of employees.

### **III. DEFINITIONS**

- A. PMP - Performance Management Process (PMP), which is the process designated in BOR VII – 5.20 as the process to be used for evaluating the performance of all regular Exempt and Nonexempt employees.
- B. Next Level Supervisor – The supervisor’s supervisor.

### **IV. POLICY**

- A. Employees shall receive a performance review at least once every 12 months.
- B. The performance period for UMBI is March 1 through February 28 of the following calendar year.
- C. If an employee has been in the position for less than three months at the end of the performance period, an evaluation is not required during the month of March. However, an evaluation is to be done half-way through the probationary period (after three months for nonexempt employees and after six months for exempt employees), in order to give the employees feedback on how they are progressing toward completion of the probationary period.
- D. Timely completion of performance evaluations is an important duty of a supervisor. Failure to complete this duty shall be noted in the supervisor’s performance evaluation.

### **V. PROCEDURE**

- A. At the beginning of the performance period (or upon appointment of an employee to a new position), the supervisor and employee shall discuss and come to agreement on performance expectations and/or objectives for the upcoming performance period. A Performance Management Process (PMP) form shall be completed and signed by the employee and supervisor. The supervisor shall certify to the Assistant Vice President for Human Resources that this step has been completed
- B. During the performance period, the supervisor and employee shall review performance and update expectations/objectives/priorities as needed. Changes to

## UMBI Policies and Procedures

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expectations/objectives/priorities shall be recorded on the PMP form.

- C. During the month of March each year, the annual performance review discussion shall be held between the supervisor and the employee. The results of the discussion shall be recorded on the PMP form, which shall be signed by the employee, the supervisor, and the next level supervisor.
- D. The original copy of the completed and signed PMP form shall be submitted to the UMBI Office of Human Resources by March 30. A photocopy should be provided to the employee, the supervisor and the Center Human Resources office.

**APPROVED:** Jennie C. Hunter-Cevera, 8/16/05