

POLICY

DATE: February 23, 2011

TITLE: CVMBS State Classified Performance Management Review Process

This document will assist supervisors and reviewers with a new policy that the Dean's Office will require when submitting performance review numbers to us this coming April.

State Classified performance reviews are completed in April of every year. In conjunction with CSU's "Performance Management Program User Guide" <http://www.hrs.colostate.edu/pdfs/sc-performance-mgt-user-guide.pdf>, the Dean's Office is providing this document as a reference to include new expectations during this process.

Supervisors of state classified employees should be given every opportunity to adequately review their direct reports for a period of one full year. All State Classified employees who have been hired BEFORE January 1 of the current review year are required to be evaluated. Employees hired AFTER January 1 of each year SHOULD NOT be evaluated. It is encouraged, however, that supervisors meet with these new employees and review and adjust the performance plan for the upcoming review period. Based on this mandate, we are given a very short window of time to have "reviewers" acknowledge ratings and submit them through the Dean's office for final approval. We are also instituting a process by which units will be required to submit additional documentation on individuals you wish to give a Level 3 rating. This document will assist you in providing the information we need to confirm your request for this level rating.

The State of Colorado requires us to evaluate state classified performance based on the following 3 rating levels:

Level 3 (Exceptional Performer): This rating represents **consistently exceptional and documented performance or consistently superior achievement beyond the regular assignment**. Employees make exceptional contribution(s) that have a significant and positive impact on the performance of the unit or organization and may materially advance the mission of the organization. The employee provides a model for excellence and helps others to do their jobs better. This superior level of performance can readily be recognized by all.

Level 2 (Successful Performer): This rating encompasses a large range of expected performance. It includes employees who are successfully developing in the job, employees who exhibit competency in work behaviors,

skills and assignments, **and accomplished performers who consistently exhibit the desired competencies effectively and independently.** These employees are meeting all the expectations, standards, requirements, and objectives on their performance plan and, **on occasion**, exceed them. This is the employee who reliably performs the job assigned and may even have a documented impact beyond the regular assignments and performance objectives that support the mission of the organization.

Level 1 (Needs Improvement): This rating level encompasses those employees whose performance does not consistently and independently meet expectations set forth in the performance plan as well as those employees whose performance is clearly unsatisfactory and consistently fails to meet requirements and expectations. Although these employees are not currently meeting expectations, they may be progressing satisfactorily toward a level 2 rating and need coaching/direction in order to satisfy the core expectations of the position. Level 1 performance must include a corrective action or performance improvement plan along with the performance evaluation materials required.

PRELIMINARY RATINGS are required to be submitted through the “Reviewer” on April 1 of each calendar year per CSU policy. These preliminary ratings should not be discussed with the employee or others in the unit as the rating could change based on conversations between the supervisor, the “Reviewer” and the Dean’s Office. It is not suggested that review forms be completed by supervisors during this preliminary stage in case these preliminary ratings are changed. However, in addition to the preliminary numerical (Level 1-3) ratings, the Dean’s office will now require additional substantiation of any request for a Level 3 rating which you wish to give to any employee. This substantiation should be submitted first through the “Reviewer”, and then submitted to the Dean’s office for further review/consideration along with the overall spreadsheet of ratings. This documentation can be in memo form and **MUST** include:

Name of Employee to receive Level 3 rating

Name of Supervisor

Summary of performance that warrants a Level 3 rating. This summary **MUST** include:

- What duties/actions did the employee perform that were **consistently exceptional/superior BEYOND the regular assignment.**
- What exceptional contribution(s) did the employee provide that had a significant and positive impact on the performance of the unit.
- Provide examples of how the employee provided a model for excellence either individually or assisting/helping others to do their jobs better.
- List individuals (peers, higher-level management and/or others) who have readily recognized such a high level of performance.


Final acceptance of the employee rating is at the discretion of the Dean.

We strongly encourage all supervisors to review and re-review CSU’s Performance Management Program Review Guide (accessed at the link above) annually to ensure all aspects of the State’s performance management program is utilized correctly. This should occur before any meetings take place with employees, so supervisors have all of the information needed to answer employee questions and/or concerns.

It is encouraged that supervisors start mid-March thinking about the preliminary ratings, and write the required memo should any of a supervisor’s direct reports wish to be considered for a Level 3 rating. This will ensure our short timelines are adhered to and we can proceed with the actual meetings with employees. Each year you

will receive actual dates for all reviews to take place from the Dean's Office along with the spreadsheet to complete.

Please contact Greg Suniga (491-8182) or Mary Ann Valdez (970-481-9715) should you wish to discuss any aspects of this new procedure.


Lance E. Perryman – Dean, CVMBS

2/23/2011
Date