

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Human Resources Policy ER-6
Staff Evaluation

SUBJECT: Staff Evaluation

PURPOSE: To ensure systematic evaluation of staff employees.

POLICY: Sam Houston State University (SHSU or University) to periodically evaluate and annually review performance of staff employees. The annual performance appraisal serves as a basis for merit pay increases (when available) and encourages employee development. This policy ensures the University's performance standards, evaluation criteria, and appraisal process complies with the applicable regulations of the Equal Employment Opportunity Commission and related federal laws. This policy is not a contract and is subject to amendment at any time in the sole discretion of the University. In the event of a conflict between the provisions of this policy and the TSUS Rules and Regulations, the latter shall govern.

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1. Supervisor Responsibility

The immediate supervisor and Department Head shall monitor staff employee performance and behavior to ensure:

- a. Provide timely feedback to the employee, and
- b. Documentation of exceptional or sub-standard performance and/or behavior

2. Meritorious Service

Meritorious service is performance of job duties consistently above the level of performance and productivity normally expected or required.

3. Staff Performance Evaluation

Staff performance evaluation is an on-going supervisory process. The immediate supervisor should recognize exceptional performance and review it with the staff employee immediately. The [Staff Performance Evaluation](#) (SPE) is a multi-purpose form to document staff employee performance and/or behavior outside the range of the supervisor's expectations (including critical incidents). The SPE form is retained by the supervisor and used as a reference during the annual performance appraisal or any disciplinary action.

4. Annual Performance Appraisal

During the Spring Semester, each staff employee will receive an annual performance appraisal

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provided the individual began employment at least thirty (30) days prior to commencement of the appraisal period.

The immediate supervisor will use the annual performance appraisal meeting to review the staff employee's performance during the past year. The review should include a discussion of previous performance, goal setting, and resources for professional development.

The annual performance appraisal shall be completed and stored in the University's designated employee management software system.

5. Merit Pay Increase

As a result of the annual performance appraisal, the supervisor may recommend a merit pay increase when, in the supervisor's judgment, performance is meritorious and exceeds minimum standards based on specific, objective, measurable, and consistently applied criteria. To be eligible for a merit increase, the employee must be employed at least six (6) months and not have received a merit increase for at least six (6) months. Merit pay increases are included in the budget and become effective on the 1st of September. The University determines availability of staff merit pay increases annually. Divisional Vice Presidents provide Deans/Directors and Department Heads with direction for awarding merit increases.

6. Seniority Merit Pay

Seniority merit pay allows employees with a minimum of ten years of service at SHSU that have reached the maximum pay level for the current job classification to receive a merit pay increase for meritorious service. With seniority merit, an employee may exceed the maximum job classification pay range based on years of service at SHSU as follows:

<u>Years of Service</u>	<u>% Added to Maximum</u>
10-14	0%-10%
15-19	0%-15%
20+	0%-20%

Reviewed by: Rhonda Beassie, AVP for Human Resources & Diversity
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