



BOISE STATE UNIVERSITY

University Policy 7400

Classified Employee Performance Evaluation

Effective Date

July 1995

Last Revision Date

April 2013

Responsible Party

Human Resources, (208) 426-1616

Scope and Audience

This policy applies to all University Classified employees.

Additional Authority

- Idaho Code §67-5302(5)
 - Idaho Code §67-5309
 - Idaho Code §67-5303(B)
 - Idaho State Board of Education Policy, Section II.E.
 - IDAPA 15.04.01 §140, §141.01.a, §151, §154, §190 and §210
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1. Policy Purpose

To convey requirements to evaluate performance of Classified employees in a manner consistent with Idaho Code and Idaho Administrative Code.

2. Policy Statement

Boise State University's Performance Management System is intended to provide an objective evaluation of an employee's performance based on established expectations for the position, and to identify an employee's strengths and weaknesses and where improvement is needed.

Performance evaluations are an important component of employee development and should be used to inform personnel actions such as promotion, transfer, demotion, retention, separation, as well as the affirmative certification for merit increases (including bonuses). An employee's failure to meet established performance standards may be cause for disciplinary action, up to and including dismissal under IDAPA §190.

3. Definitions

3.1 Classified Staff

Those appointed to or holding a position in any department of the State of Idaho which is subject to the provisions of the merit examination, selection, retention, promotion and dismissal requirements of Idaho Code Title 67, Chapter 53.

4. Responsibilities and Procedures

4.1 Performance Evaluations

4.1.1 General Principles

The performance evaluation process should ensure that:

- Employees perform work that accomplishes the business needs of the university;
- Employees clearly understand the quality and quantity of work expected;
- Employees receive ongoing information about how effectively they are performing relative to expectations;
- Awards and salary increases are consistent with employee performance;
- Opportunities for employee development are identified and provided when possible;
- Employee performance that does not meet expectations is addressed; and
- Management applies performance ratings in a fair and consistent manner.

4.1.2 Requirements

- a. Supervisors who evaluate classified employees must receive training on the performance evaluation process. Performance evaluation documents and online performance management process training can be accessed through the HR website.
- b. Performance evaluations should be conducted by the immediate supervisor and discussed with the evaluated employee who should be allowed to submit written comments regarding the evaluation.
- c. Supervisors are required to manage performance on a consistent basis; this includes completing performance evaluations for all classified employees under their direct supervision.
- d. If the immediate supervisor is not the director or department head, the performance evaluation should be reviewed by the director or head of the department who may, prior to completion, refer the evaluation back to the supervisor for modification. Once an evaluation has been signed by the supervisor, the employee, the director and other applicable reviewers, it may not be changed unless the change is the result of a problem solving dispute resolution.
- e. An employee's signature on their evaluation form indicates only that the evaluation has been discussed with him/her, not that (s)he agrees with the evaluation's content. An employee's refusal to sign the evaluation should be noted on the evaluation form by the supervisor.
- f. The university shall use the evaluating rating scale established by the Idaho Division of Human Resources. Rating scale specifics are found at the HRS website.
- g. Supervisors should review performance evaluations when considering promotions, transfers, demotions, separations, reassignments, merit increases or bonuses.

4.1.3 Schedules

- a. Classified employees must be evaluated after 1,040 hours of credited state service from date of initial appointment or promotion, and after each two thousand eighty (2,080) hours of credited state service (annually) thereafter. In addition, evaluations may be conducted after 1,040 hours of credited state service from date of transfer, reclassification, reassignment or reinstatement. Part time employees must be evaluated on an annual basis.

- b. Supervisors have a ninety (90) day grace period after each two thousand eighty (2,080) hours an employee works to complete the performance evaluation. During that 90 day time frame, the evaluation may be written to cover the two thousand eighty (2,080) hours or extended to also cover the time frame up to the date of the evaluation.
- c. All credited state service for which there is no performance evaluation on file will receive seventy-five thousands (.075) points per credited state service hour. A supervisor's failure to document performance in a timely manner cannot be used to disadvantage an employee during retention point calculation.

4.2 Special Evaluations

- a. If an employee's overall rating is "Does Not Achieve Performance Standards," a special evaluation may be required to document any improvement, continued problems, or new problems with the employee. Supervisors should contact HRS for assistance with special evaluations.
 - b. An immediate supervisor can request an evaluation at any time for use to correct a particular problem or acknowledge situations involving an employee's performance.
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Revision History

March 2012; April 2013