

OSU INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

<b>Employee Performance Appraisal</b>	<b>3-004 FISCAL SERVICES May 2013</b>
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POLICY

- 1.01 OSU Institute of Technology (OSUIT) utilizes an appraisal system to evaluate and improve individual employee performance. The institution recognizes that any system structure for assessing employee performance is a tool of management and not an end in itself.
- 1.02 This policy applies to all regular, continuous employees, regardless of time worked (FTE), within all units of the institution.

PROCEDURES

- 2.01 The performance appraisal process should be a positive means to assist personnel in improving job performance. The process further provides management an opportunity to make known to personnel the objectives and goals of the unit and the university, and what is expected of the employee toward the attainment of the objectives and goals.
- A. The employee performance appraisal, conducted on a periodic basis, should not reflect personal prejudice, bias or favoritism on the part of those conducting the ratings or reviews. The result of the evaluation process is used to assist management in the decision making process for the following:
1. Determining employee merit pay increases
  2. Identifying employees for promotion
  3. Informing personnel of deficiencies, training needs, and improvement expected,
  4. Justifying disciplinary actions
  5. Identifying personnel for layoff during emergency reductions in work force
- B. Performance appraisals are to be typed, handwritten or printed, and each performance appraisal is to be signed by the evaluator (Exceptions: Student Survey of Instruction).

After performance appraisals have been completed, the supervisor will schedule meetings with employees individually to review their performance.

After the reviewing session, the employee has the right to respond in writing to the appraisal received if so desired. This response must be submitted within 10 days following the review session. The employee is required to acknowledge the session by signing the performance appraisal form. The employee's signature will be

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preceded by the following statement: “You acknowledge that you have seen this report and have been apprised of your evaluation. You understand that you may make a written statement within ten working days of this evaluation. If a statement is submitted within ten working days, it will be attached to this evaluation report.”

If in the judgment of an evaluator, an employee is performing below minimum standards as reflected by the appraisal given, documentation of the conference must be recorded and any deficiencies in performance be discussed with the employee. The supervisor must outline and recommend a performance improvement plan structured to help solve or correct the deficiency in performance.

After review, performance appraisals are to be sent to the Human Resources Office for filing and a copy should be retained for departmental files.

Performance appraisal forms have been developed to provide the Administration with appraisal information to ascertain the quality of performance service of all employees in accomplishing job descriptions, departmental and institutional goals.

- C. The evaluations will be reviewed by the appropriate unit leader.

## 2.02 Employee Performance Improvement

Every reasonable opportunity should be given the employee to perform assigned responsibilities in an acceptable manner. If this effort is unsuccessful, the following steps may be taken to ensure OSUIT is operating within its own, the state, and/or the federal guidelines and statutes.

- A. Ensure that up-to-date position questionnaires and/or job descriptions are on file and approved.
- B. Have defined and approved specific performance standards that apply equally to all persons.
- C. Review job performance with employees on a regular basis. Apply performance standards equally to all employees.
- D. Once an employee's performance is identified as unacceptable, the supervisor must make it clear that performance should improve or the alternatives of demotion, suspension without pay, reduction in pay, or dismissal will be considered (alternatives given are not all inclusive of action that may be recommended). The following procedures are suggested for conducting deficiency reviews:
  - 1. The employee should be given a clear explanation of the deficient performance or problem behavior.
  - 2. The expected level of performance or behavior and the action necessary to meet the expectations should be outlined, along with the time frame allowed for improvement and the consequences for failure to meet the standards set forth.

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3. At the close of the review, the employee should be advised as to when the matter will again be discussed, and this date should be noted.
  4. The supervisor shall follow up the review on the date set to determine whether the employee is making progress in the correction of the problems outline in the review, or whether further corrective action is needed.
- E. If the employee responds within the stated time frame in a positive manner to corrective measures, record of such is to be noted and attached to the improvement plan document and placed in the employees personnel file.
- F. Recommendation for Final Action: If the employee has not responded to meet acceptable performance standards within a time frame, a decision must be made to recommend action be taken which may include employment dismissal.

Final action recommended by the unit leader or supervisor must have the approval of the President or the designated representative. This final action approval must be received by the supervisor prior to further discussion with the employee of the steps being taken.

- G. In the case of dismissal of a continuing employee, a formal written notice to the employee should be coordinated through the Human Resources Office.
- H. Employees leaving employment with OSUIT should do a final check out through the Human Resources Office for information relating to continuation of any benefits.

Approved: August 1996  
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