

## FAQ's Regarding New Performance Program

1. **Question:** When is this effective?

Answer: The discontinuation of the PEP program was reviewed and approved by Senior Leadership Council on February 23, 2016. Executive Cabinet chose to make this decision effective for the 2015-16 year.

2. **Question:** Will I have to turn in paperwork to HR for the performance evaluation program?

Answer: No, nothing for the performance evaluation is required to be sent to HR. The employee and the supervisor at the departmental level will retain the documentation notes.

3. **Question:** Does this affect the faculty evaluation process?

Answer: No, this is for full-time administrators and staff. The faculty evaluation process remains the same.

4. **Question:** Can supervisors still ask for alternative forms for feedback?

Answer: Yes, information may be collected to aid the feedback conversations.

5. **Question:** Will there be more information about the Growth, Planning and Support (GPS) new program?

Answer: Yes, HR is developing information about the GPS program. There will be a guide, templates, and trainings, to help supervisors implement the program.

6. **Question:** Without a formal review, how will annual pay for performance (merit) be distributed?

Answer: The pay per performance is administered based on the guidelines issued by the HR and the Budget office approved by Executive Cabinet. Information will be sent to supervisors and will be available on the HR website.

7. **Question:** Will I have to complete a six-month probationary evaluation?

Answer: A formal document is not required to be submitted to HR. Monthly conversations are encouraged for the new employee with the supervisor. The probationary period for Full-Time Staff is six months which may be extended by three months upon approval from Employee Relations. Contact John Robinson in Employee Relations to discuss probationary extension and terminations.