

## **8. STAFF DEVELOPMENT, PERFORMANCE, AND CONDUCT**

The concepts discussed in this section do not modify the “at-will” employment relationship, but provide information consistent with our employment philosophy.

### **8.1 Staff Performance Evaluations**

Heritage University has established a system of performance evaluations for all exempt and non-exempt employees. These evaluations are used for making decisions regarding transfer, promotion, demotion, retention, supervisory assistance, employee training, development, and salary. All employees are evaluated by the immediate supervisor or department head on an annual basis. The supervisor or department head is not restricted to the listed categories on the evaluation form as criteria for performance evaluation.

Employees in the 90-day provisional period will have at least one written evaluation near the end of their first 90 days of employment. More than one evaluation may occur prior to the completion of the 90-day provisional period if deemed necessary.

Heritage University supports a consistent, continued, and communicated performance management process. A formal, written performance evaluation should be completed at least once every fiscal year. The performance evaluation should include, but not be limited to, an evaluation of the employee's job knowledge, accuracy, quality, customer service, attendance, punctuality, productivity, supervision required, adaptability, organizational skills, communication skills, and interpersonal relations/teamwork.

#### **Performance Expectations**

Supervisors should provide employees with a job description, related performance expectations, and a copy of the evaluation instrument. The job description should be reviewed with the employee to ensure that it accurately reflects current responsibilities and expectations.

#### **Performance Evaluations**

The evaluation forms are available on MyHeritage. Completed evaluations, signed by the supervisor and the employee, are to be submitted to the corresponding area Vice President, and to the Human Resources Office by June 30 each year.

### **8.2 Training and Development Programs**

The University recognizes that training and development programs improve individual and organizational performance and help the University achieve its overall institutional goals. Supervisors and their employees should develop plans to enhance skills and prepare for continually evolving responsibilities in their positions.

Since professional development is part of all employees' performance expectations, supervisors should plan for and allow release time from work for training programs determined to be mutually beneficial for employees and the University. Such release time should be granted to employees in a fair and equitable manner, regardless of experience, educational background, or job title.

Work-related training programs and professional development may be provided on campus by the Human Resources Office, Staff Senate Professional Development Committee, Faculty Senate Professional Development Committee, Center for Intercultural Teaching and Learning (CILT), or other entities/groups. Employees may register for training by registering when the training is announced. The

Human Resources Office or Staff Senate or Faculty Senate Professional Development Committees can assist departments with coordinating in-house customized training opportunities to meet their specific needs.

All training that will be attended during work hours must be approved by the supervisor before attending. The supervisor must verify that the employee's attendance will not adversely affect department services.

### **8.3 Informally Auditing Courses at Heritage University (Non-Credit Courses)**

A full-time employee may informally audit classes without paying the usual tuition and fees. This benefit is contingent upon approval by the course instructor and the employee's area Vice President.