NC STATE UNIVERSITY

Office of Finance and Administration
Human Resources
https://hr.ncsu.edu

Campus Box 7210
2711 Sullivan Dr.
Raleigh, NC 27606
P: 919.515.2135

June 3, 2019

<u>MEMORANDUM</u>

To: Human Resources Advisory Committee (HRAC)
               HR Connections
               Staff Senate Executive Committee

From: Dan O'Brien
               University Employee Relations

Cc: Marie Y. Williams
               Associate Vice Chancellor for Human Resources

Subject: 2018-2019 EHRA Annual Performance Evaluation

NC State University's commitment and practice is to provide timely performance feedback, at least annually, to each EHRA non-faculty employee. Regular performance evaluations provide an opportunity for employees to understand how their responsibilities and performance expectations align with the goals and priorities of their work unit – as well as the University's strategic plan initiatives. They also provide a defined cycle of review for managers and employees to assess employee success toward meeting operational needs and professional development goals.

Electronic communication was previously sent to all non-faculty employees exempt from the State Human Resources Act, and to anyone who has supervisory responsibilities for an EHRA non-faculty employee alerting them of their responsibilities under this program.

The 2018-2019 EHRA non-faculty performance cycle will end on June 30, 2019. If you have not done so already, it is time to start planning and conducting annual evaluations. Eligible employees must receive a written annual evaluation and an overall performance rating.

EHRA Performance Evaluation Form: Unless a College or Division has previously developed, and had approved by University Human Resources, a performance evaluation instrument, the standard University performance evaluation should be utilized. The evaluation instrument is found in the forms section within the EHRA Performance Management informational website at: https://er.hr.ncsu.edu/performance-management/ehra-non-faculty-performance-management/

Please note the following regarding EHRA annual performance evaluations:

Minimum Evaluation Requirements: In order to receive an annual performance evaluation and final overall rating, an employee: (1) must be an active employee as of June 30th in an eligible EHRA position; and (2) have been employed in an eligible position(s) for the past six months. Those hired post January 1, 2019 would not be eligible for an evaluation unless they have concurrent service in an EHRA position prior to January 1, 2019.

Exempt Positions: The following positions are exempt, since there are alternative performance evaluation procedures established by a separate regulation (i.e. Review of College Deans, Associate Deans, Vice Chancellors and Department Heads/Chairs):
- EHRA non-faculty employees at the level of chancellor, provost, vice chancellor, dean or substantially similar titles, and any other individuals subject to Section 300.1.1.I.A. of the UNC Policy Manual (SAAO Tier I);
- EHRA employees who concurrently hold tenured faculty appointments;
- Athletic directors, head coaches and associate and assistant coaches; and
- Post-doctoral scholars

Compliance and Integrity Program: If the employee being evaluated is also a Point-of-Contact (POC) owner of a compliance subject matter area, the evaluation process must assess the employee's efforts in meeting the current year's compliance-related expectations. These expectations and objectives should be determined by the POC and the POC's supervisor on an annual basis. Information on the University's Compliance and Integrity Program can be found at: https://compliance.ncsu.edu/

Rating Scale: The performance evaluation process employs a three-point rating scale. The rating scale sets three levels of performance:

- Exceeding Expectations: Routinely performs above expected performance of their assigned duties and is generally considered among the highest performing employees within the work unit.
- Meeting Expectations: Generally performs at, and on occasions may exceed, a successful level of performance of their assigned duties.
- Not Meeting Expectations: Often performs below an acceptable level of performance of their assigned duties, or has demonstrated substantial performance deficiencies in certain assigned duties.

Submittal & Recording Ratings: For all eligible employees active as of June 30, the annual performance evaluation shall be completed, provided and discussed with the employee, and entered into the system by August 30, 2019. The rating collection process will operate similarly to that of the SHRA performance appraisal program, where individuals at the College or Division level

have been identified to collect and enter performance ratings into the HR system. The employees who were previously provided access for SHRA rating entry will maintain their access for EHRA rating entry purposes. Correspondence will be sent to them with instructions for entering ratings into PeopleSoft. If you need to provide or revoke access to an individual, please follow the System Access Requests (SAR) process. We anticipate the window for rating entry will be active July 1 – August 30, 2019.

For rating entry purposes, overall ratings entered into the system are limited to the following categories:

> 3 – Exceeding Expectations
> 2 – Meeting Expectations
> 1 – Not Meeting Expectations
> T – Insufficient Time to Evaluate (does not have 6-months service in EHRA position)
> L – Unavailable to Evaluate (due to extended paid or unpaid leave)
> E – Exempt (not eligible under REG 05.50.08)

2019-2020 EHRA Non-Faculty Goal Setting: In parallel with conducting performance evaluations, it is time to develop, communicate and document performance expectations for goals, objectives and professional development activities for the 2019-2020 cycle.

Thank you for your participation, cooperation and patience during this process. If you have any questions concerning the EHRA evaluation process, or need assistance in better understanding the process, please contact a member of the University Employee Relations team at (919) 515-6575 or via email at: employeerelations@ncsu.edu

For more information about the EHRA Performance Evaluation Program, including tools, resources and required training, please visit the Employee Relations website at: https://er.hr.ncsu.edu/performance-management/ehra-non-faculty-performance-management/