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NU Website - Human Resources Handbook for Policies Performance Evaluations

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University of Nebraska Administration

HUMAN RESOURCES HANDBOOK FOR POLICIES

Salary Band	The range of pay for a job family.
Salary Survey	A published summary report of salary information of benchmarked positions from multiple employers. Human Resources use a comparison of multiple salary surveys to price jobs to the labor market.
Team Focus	Works cooperatively and effectively with others to achieve common goals. Participates in building a group identity characterized by pride, trust and commitment.
Technology Orientation	Commitment to continuous improvement to include understanding and application of technology (hardware, software, equipment and processes).
Transfer	A movement to a position in the same job family and zone, but in a different Organizational Unit. It is not considered to be a promotion.
Voluntary Reduction	When an employee accepts or requests to be placed into a position at a lower zone within the same Job Family.

nts a recognizable and measurable level of responsibilities, skills and expertise within a Job Family and the associated salary base. The zones are labeled Assistant, Associate, Specialist and Senior. Job families with only three levels do not have a Specialist zone.

PERFORMANCE EVALUATIONS

- 1.0 A performance evaluation shall be performed on all regular employees. The purpose is to review the employee's overall performance and achievement with respect to the "essential functions" and other job/performance related objectives according to the position(s) they occupy. It is intended that the evaluation process enable an employee to become aware of the importance of his or her work, manner of performance, and the level of performance the supervisor expects.
- 1.1 A performance evaluation is recommended within six months of initial hire and is required at least annually.

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- 1.2 A memorandum of record or other written document may be used whenever the supervisor desires to record noteworthy performance - either favorable or unfavorable.
- 2.0 The supervisor shall discuss the employee's performance using a written document or electronic performance evaluation tool with the employee. The employee shall receive a copy of the completed evaluation. It is intended that the discussion provide
 - (a) an opportunity to clarify job duties and responsibilities and establish performance expectations,
 - (b) a setting for discussing an employee's strengths and areas for needed improvement,
 - (c) identifying goals and professional development for the next evaluation period
- 3.0 The employee must be offered the opportunity to comment and submit a written response to their performance evaluation which shall be retained with the completed evaluation in the employee's official HR/Personnel file.
- 3.1 An employee's signature on their performance evaluation is required to establish that an evaluation was conducted and that the employee had an opportunity to review its contents.
- 3.2 Performance evaluations are not subject to the grievance process.

PERSONNEL FILES

- 1.0 An official Human Resource/Personnel file (paper or electronic) shall be maintained on employees for the purpose of recording the University employment history of each person. The official HR/Personnel file shall be maintained in the Human Resource office. The content of such files shall be established by each major administrative unit. All HR/Personnel files shall be secured in strict conformance with federal and state laws and University Bylaws governing the confidentiality of information.
- 2.0 Employees shall have the right to review their own file at any time upon request. Reports, letters, and documents which reflect unfavorably on an employee shall not be placed in the HR/Personnel file without his or her knowledge. Records of disciplinary action shall be maintained in the HR/Personnel file for a specified period, according to the University's Records Retention Policy.
- 3.0 Information which reflects unfavorably, except information originated by the employee, shall not be placed in an employee's file subsequent to the discharge, resignation, or retirement of such employee, unless a copy of such information is mailed to the employee, within 30 calendar days, at the last known address of the employee.

POLITICAL ACTIVITIES OF EMPLOYEES

- 1.0 Employees of the University enjoy the full right of citizens to participate in the political life of the State of Nebraska and the United States. The welfare of the University, however, requires that each employee perform the duties of his or her position without the interference of outside activities. The following policies, therefore, shall apply to employees engaging in political activity.