

# Performance Management Professional/Unclassified Staff

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# Performance Programs

- Performance Program
  - Required by the UUP contract
  - Summarized tasks, job expectations, goals and objectives - both short and long term
  - Articulates both quantitative and qualitative aspects of job performance
  - Can be used as a basis for promotion, salary increase, discretionary increase, career development, counseling or discipline
  - Should be tied to the mission of the department and/or University

# Performance Programs

- Contractually every employee should be issued a performance program except for short-term temporary hires.
  - The supervisor should consult with the employee within the first 30 days and create the performance program within 15 days from then
  - Human Resources will provide an evaluation schedule to the supervisor of record for new employees upon hire
  - Performance programs should be updated annually or when there is a change in supervisor, significant change in duties or a promotion

# Performance Programs

- Goals should be:
  - **S**pecific
  - **M**easurable
  - **A**chievable
  - **R**ealistic
  - **T**ime Sensitive

# Performance Programs

- The forms for the performance program can be found at <http://www2.binghamton.edu/human-resources/forms/forms-doc-files/UUP-Prof-Performance-Prog-Fill.pdf>
- Once completed and signed by the employee and their supervisor, please send the original to Human Resources, keep a copy for yourself and give a copy to the employee
- The supervisor is responsible for the final product

# Performance Evaluations

- Performance evaluations are the mechanism used by supervisors to assess employee performance over the previous year
  - Annual evaluations are required by the UUP contract
  - Use the performance program as a guide
  - Depending on the employee's appointment status (term or temporary), the performance evaluation is the tool used to provide the basis for a renewal or non-renewal decision
    - There are strict timing rules regarding deadlines of evaluation and notice for non-renewal decision
  - If you are contemplating non-renewing an employee's appointment, please contact Human Resources for guidance well in advance

# Performance Evaluations

- The form for the performance evaluation can be found at <http://www2.binghamton.edu/human-resources/forms/index.html#Professional-Employee-Evaluation>
- Performance evaluations should be completed annually for unclassified employees in permanent status
  - Permanent status - 5/15 - 5/14 annually
- Employees in term or temporary status have their own schedules provided by Human Resources

# Benefits of Performance Evaluations

- Serves as basis for personnel actions including promotion, salary increase, reclassification, renewals and non-renewals, discretionary salary increase, counseling and discipline
- Helps employee and supervisor see success in attaining the mission of the department
- Provides a formal mechanism each year to recognize employee achievements and contributions



# Recommendations for Addressing Performance Issues

- Address performance issues as they arise - do not wait for the annual evaluation for this
- Keep records in the event that performance issues recur

# Steps to Permanent Appointment

- Overview

- Basis - Policies of the Board of Trustees and the UUP Agreement

[http://www.suny.edu/Board\\_of\\_Trustees/PDF/Policies.pdf](http://www.suny.edu/Board_of_Trustees/PDF/Policies.pdf)

[http://www.goer.ny.gov/Labor\\_Relations/Contracts/Current/uuppsnu/index.cfm](http://www.goer.ny.gov/Labor_Relations/Contracts/Current/uuppsnu/index.cfm)

- 7 years of full-time consecutive UUP professional service including temporary
- Part-time service does not count towards permanency
- Interruption of permanency clock - leaves, “special” titles
- Appendix A, B or C titles cannot gain permanency
- Special designation

# Conclusion

- Effective performance management is a powerful tool to ensure employees work to fulfill the mission of the department and University
- Don't wait until the evaluation to address a performance issue
- Please contact Human Resources at x72187 if an issue arises