



Title of Policy: Performance Management Policy
Policy No. 1.7004
Type of Policy: Administrative
Effective Date: October 1, 2020
Last Revised: July 2010

Policy Owner: Florida Memorial University
Policy Contact: Office of Human Resources

I. Reason for Policy

The purpose of the Performance Management Policy is to provide feedback and a standard process for assessing employee performance and have ongoing communication to facilitate an effective process.

II. Policy Statement

All faculty and staff are expected to display behaviors consistent with the University’s mission, policies and procedures. Correspondingly, employees will have the opportunity to discuss accomplishments, areas of improvement, and performance goals annually on a date established by the Office of Human Resources/fiscal year-end.

III. Scope

Supervisors are required to hold employees accountable for performance and behavior. Timely, regular, and meaningful feedback helps to ensure mutual understanding of performance expectations and fosters performance development. When performance and/or behavior fail to meet expectations, disciplinary action should be constructive and corrective in nature, and professional in tone. The Office of Human Resources is available to assist in the determination of appropriate corrective action.

IV. Definitions

Title	Definition
Probationary Period	All hired staff are subject to a 90-day probationary period (calendar days). At any time during employment, an employee may be placed in a probationary status as a result of disciplinary action. Faculty probationary period is in accordance with the faculty handbook.
Performance Review	An employee evaluation to determine achievement of goals and objectives, fulfillment of job responsibilities, and adherence to policies and procedures.
Performance Improvement Plan (PIP)	Also known as a performance action plan, is a formal document to identify performance deficiencies and the opportunity to succeed. It may be used to address failures to meet specific job goals or to ameliorate behavior-related concerns. A PIP provides the opportunity for an employee to correct previously identified performance deficiencies within a specified time frame.
Disciplinary Notice(s)	Communication that provides guidance on when and how disciplinary actions are to be taken resulting in warning, probation, suspension or separation.

V. Responsibilities

All University employees are responsible for adhering to this Policy.

VI. Enforcement

This Policy shall be enforced by the Office of Human Resources. Any employee who violates this Policy will be subject to disciplinary action that may result in warning, probation, suspension or separation from the University. The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fmuniv.edu>.

Approved:

Signature	Title	Date
		12/1/2020