

### **40-10 Employee Evaluations**

40-10-1 Purpose • 40-10-2 Policy • 40-10-3 Administration • 40-10-4 Annual Performance  
Evaluation Procedures

1. **Purpose.** The purposes of these policies and procedures are to authorize and establish a program for annual evaluation of job performance of Eastern New Mexico University System (the System) support and professional employees.
2. **Policy.** The System policy related to the foregoing purposes are:
  - A. Each fiscal year every full-time employee and every part-time regular employee of the System shall be evaluated for his or her performance within his or her employment contract, job description and specific work assignments. Probationary employees shall be evaluated per their status and schedule.
  - B. Employees shall have the right to an annual performance award, provided funds are available and performance pay is approved by the System administration and the Board of Regents. It is understood that there may be years in which legislative funding and the System operational budgets do not provide enough funds to implement performance awards.
  - C. The purpose of the evaluation shall be:
    - (1) To clearly define and communicate the expectations for each performance period in order to allow the employee to successfully meet those expectations;
    - (2) To set the priorities for each evaluation period and
    - (3) To determine the eligibility of the employee for performance pay for the evaluation period, if funds are available.
  - D. The performance evaluations shall be conducted through the use of evaluation criteria, forms and procedures established by the campus administration.
  - E. The performance awards or “performance pay” shall be considered part of the recipient’s contracted compensation for the year in which the awards are made, but do not become part of his or her employee compensation base for succeeding years.

The foregoing policies shall be implemented by the following.

#### **Procedures**

3. **Administration.** The technical aspects of this policy and procedures shall be administered by the Office of Human Resources (OHR), with oversight by the ENMU System chief financial officer (CFO); the substantive aspects of this policy and procedures shall be administered by the appropriate area executive administrators, with oversight by the president and/or chancellor.
4. **Annual Performance Evaluation Procedures.** The procedures for annual performance evaluation applicable to employees in the categories stated in section 2.A. above, are as follows:

- A. **Evaluation Training.** Each year by May 30, the OHR shall provide scheduled evaluation training workshops available to all employees and supervisors; OHR shall periodically provide evaluation training for new employees.
- B. **Evaluation Period.** The annual evaluation period shall be as follows:
- (1) The annual performance evaluation sequence shall begin July 1.
  - (2) **Prior Year Evaluation.** No later than the last working day of July, the supervisor shall discuss the performance of the immediately prior year with the employee and a written evaluation shall be presented to the employee.
    - a. During the discussions, the supervisor and employee shall set performance expectations for the current annual evaluation period.
    - b. The written evaluation form shall be routed for appropriate signatures, including those of the second level supervisor. Evaluators should consult with their supervisor before discussing evaluations with employees.
    - c. In case of direct reports to the president of a campus, no second level supervisor may be required.
    - d. The completed evaluation form shall be forwarded without delay to the OHR for inclusion in the employee's personnel file.
  - (3) The end of the annual evaluation period shall be June 30.
  - (4) **Probationary Employees.** Evaluations of probationary employees (including new hires, reclassifications and promotions) shall be conducted on the same forms as other employees; supervisors must indicate which probationary period is being evaluated (that is, three (3) month or six (6) month for support, nonexempt employees and four (4) month or eight (8) month for professional, exempt employees).
- C. **Evaluation Criteria.** The criteria for evaluation are set by the goals/duties stated in the employee's performance expectations.
- D. **Appeals.** Each employee is entitled to appeal either the nature of his or her evaluation, the failure of his or her supervisor to perform the evaluation or the failure to perform it properly. The appeal procedure shall be as follows:
- (1) The employee must present a written appeal to his or her direct supervisor within ten (10) working days of receiving the supervisor's written evaluation results, or, if the appeal is of the failure of the supervisor to evaluate, the written appeal must be presented within five (5) business days of the deadline (i.e.: five (5) business days after July 31<sup>st</sup> for annual evaluations or five (5) business days after the date/s set for evaluations for probationary employees). If an employee makes a claim that a policy or employment law has been violated, Human Resources will conduct an independent investigation into the matter separate from the appeal process. Employees are not entitled to the complaint and/or grievance process as the evaluation process allows for an appeal.

- (2) The supervisor must respond in writing to the employee's appeal within five (5) working days of receiving the appeal.
  - (3) If the employee is not satisfied with the supervisor's response, he or she must present a written appeal to the area executive administrator (executive director, vice president, president or chancellor) within five (5) working days of receiving the supervisor's response. If the employee's supervisor is an area executive administrator, the appeal goes to the president. If the employee's supervisor is the chancellor, the appeal goes to the president of the Board of Regents. If the president of a branch community college is the supervisor, the appeal will go to the ENMU System chancellor.
  - (4) The area executive administrator must respond to the employee in writing within five (5) working days of receiving the appeal. The decision of the area executive administrator (or the second-level reviewer) is final.
- E. Enforcement. Supervisors who do not complete evaluations of employees they supervise by the applicable deadline may face a justified appeal process and shall be named as the respondent.

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