



## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>PERFORMANCE PLANNING AND REVIEW FOR SUPPORT STAFF</b>
<b>Effective Date:</b>	November 18, 2008
<b>Revised Date:</b>	
<b>Review Date:</b>	November 18, 2018
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	
<b>Responsible Executive Officer:</b>	President; Delegated to Vice-President (Administration)
<b>Delegate: (If applicable)</b>	
<b>Contact:</b>	Executive Director of Human Resources
<b>Application:</b>	Employees: See List

Group:

- a) The Executive Staff (support staff only)
- b) Excluded Management, Administrative and Professional Staff;
- c) Medical Practitioners and Administrators;
- d) Support Staff in Bargaining Units
- e) Student Support Staff; and
- f) Out of Province Support Staff.

### **Part I Reason for Policy**

To provide guidance regarding the requirements for performance planning and reviews of support staff.

## **Part II Policy Statement**

The University of Manitoba recognizes that the performance of University employees is essential to the mission of the University and therefore, performance planning and reviews shall be conducted with and for all regular and sessional support staff in full-time or part-time positions. This performance planning and review process shall be conducted on a regular basis but not less than annually. Regular discussions regarding job performance are considered to be an essential aspect of the performance review and planning process.

- 2.1 The performance planning and review process is intended to ensure:
- a) regular and on going communication between supervisor and employee;
  - b) both the employee and the supervisor have a good working knowledge of the requirements of the job, the standards of acceptable job performance, the priorities for the job, special projects or initiatives that are time limited in nature and the overall workload for the position;
  - c) the job description for the position is accurate and up to date;
  - d) the supervisor assesses the performance of the employee;
  - e) the employee is aware of the assessment of the supervisor and has the opportunity to have input into that assessment;
  - f) a discussion takes place regarding the learning and development needs and opportunities for the employee as they relate to the current job or for future career opportunities; and
  - g) a decision is made on eligibility for satisfactory performance increases in classifications which provide for such annual salary increases.
- 2.2 For employees covered by a collective agreement, this policy is to be read in conjunction with the provisions of the relevant collective agreement.
- 2.3 Annually all managers and supervisors who are responsible for conducting performance planning and reviews shall provide to his/her supervisor or manager a report of the status of performance planning and reviews to be completed. Satisfactory job performance in a managerial or supervisory position shall be deemed to include the completion of annual performance plans and reviews for all staff reporting directly to the manager or supervisor.

## **Part III Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents is required.

- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Policy.

#### **Part IV Secondary Documents**

- 4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

#### **Part V Review**

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is November 18, 2018.
- 5.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems necessary.
- 5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
- a) comply with the revised Policy; or
  - b) are in turn rescinded.

#### **Part VI Effect on Previous Statements**

- 6.1 This Policy supersedes:
- a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein;
  - b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein; and
  - c) Policy Performance Planning and Review for Support Staff (dated June 30, 2000).

#### **Part VII Cross References**

Performance Planning and Review for Support Staff: Procedure