

Effective: 3/1/2009

SPP Manual Revision Notice

Policy	Summary of Change
<p>SPP 213</p> <p>Reduction In Force</p>	<p>Revision of Policy</p> <p>Revised to indicate how 3-point performance evaluation levels determined prior to the January 1, 2009 5-point rating scale can be transitioned when determining regular employee lay-off priorities for reductions in force, and to clarify recall and reemployment rights based on those evaluations</p>
<p>SPP 309-01</p> <p>Classified Staff Performance Evaluation</p>	<p>Revision of Policy</p> <p>Revised to change the name of the policy; to include accountabilities in the purpose; to revise the rating scale from three levels to five levels; to state that units “are encouraged to use the template but may develop their own format as long as the format contains all of the elements described”; to add that “Supervisors are accountable for understanding and implementing the university’s performance evaluation program. Supervisors who have not completed performance evaluations for their employees prior to the end of the fiscal year (June 30) should receive no higher than a 3 rating on their own performance evaluations” and that “Final performance ratings are to be entered into PeopleSoft by departments for all employees who receive a performance evaluation”; to state specific timing for evaluations; and to update some wording</p>
<p>SPP 309-02</p> <p>Administrative/Service Professional Employee Performance Evaluation</p>	<p>Revision of Policy</p> <p>Revised to include accountabilities in the purpose; to revise the rating scale from three levels to five levels; to state that units “are encouraged to use the template but may develop their own format as long as the format contains all of the elements described”; to add that “Supervisors are accountable for understanding and implementing the university’s performance evaluation program. Supervisors who have not completed performance evaluations for their employees prior to the end of the fiscal year (June 30) should receive no higher than a 3 rating on their own performance evaluations” and that “Final performance ratings are to be entered into PeopleSoft by departments for all employees who receive a performance evaluation”; to state specific timing for evaluations; and to update some wording</p>

[SPP 402-05](#)

Promotion (Competitive or Noncompetitive)

Revision of Policy

Revised to indicate how 3-point performance evaluation levels determined prior to the January 1, 2009 5-point rating scale can be transitioned when determining promotions for classified staff and service professionals

[SPP 403-08](#)

Salary Adjustments

Revision of Policy

Revised to indicate how 3-point performance evaluation levels determined prior to the January 1, 2009 5-point rating scale can be transitioned when determining performance increases in salary for employees

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