

2-2.69

PERFORMANCE MANAGEMENT

(1) This policy applies to all non-represented classified employees. To the extent that this policy addresses terms not covered under collective bargaining agreements for represented employees, the terms of this policy shall prevail.

(2) This policy is designed to provide basic guidance and direction to managers, supervisors, and employees regarding the university's commitment to a positive performance based culture, and to comply with the provisions of [WAC 357-37](#) Performance Management. This policy is to be used in conjunction with the WAC and university procedures.

(3) Central Washington University recognizes the value of a performance based institutional culture that promotes employee productivity, engagement, and development by aligning individual performance goals with the university's mission, strategic goals, and objectives.

(4) This policy is guided by the following principles:

1. Organizational success is dependent on the work performance and accomplishments of our employees.
2. Organizational and employee performance goals are linked.
3. Performance management is a shared commitment to high performance.
4. A commitment of time and resources, at all levels of the university, is critical to successful performance management.
5. Excellent performance merits reward and poor performance cannot be accepted.

(5) The performance management program strives to create a results oriented performance culture by defining, measuring, managing, and improving performance, and by recognizing and rewarding results. It is the university's policy that the performance management program will:

1. Be applied fairly and equitably
2. Be integrated into management processes, and
3. Identify supervisory/managerial and employee accountability for achieving organizational goals and objectives.

(6) Key Components of the Performance Management Process

(A) Performance planning and assessment shall occur during the probationary, trial service, and transition review periods, and at least annually thereafter.

(B) Performance planning is an on-going cycle, not an event. It is a year-round collaborative process and shall be used for developing performance expectations, employee development planning, and performance guidance and assessment.

(C) Performance planning requires on-going communication between supervisors and employees on performance expectations and job responsibilities, and provides an opportunity for open discussion about the relationship of performance expectations and job responsibilities to the mission, goals and objectives of the organization.

(D) Performance and development plans provide performance expectations that are linked to the mission, goals and objectives of the organizational unit and the university.

(E) Performance expectations are observable, measurable, or otherwise verifiable, and include results or outcomes the employee is expected to achieve and the competencies (knowledge, skills, abilities, attitudes, etc.) that the employee is expected to demonstrate.

(F) Training and development activities are identified to support the achievement of performance expectations and organizational objectives, and the development of key competencies necessary to perform assigned duties.

(G) Employees receive timely, meaningful recognition of desired performance and timely corrective action and disciplinary action to redirect an employee's job performance.

(Performance Management Procedure) <http://www.cwu.edu/~hr/procedure/performancemgt.pdf>

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