Holiday Policy Reminder

Over the course of the next few weeks, the University’s Holiday Policy will be a frequently viewed web page on the Human Resources website. Interim President Bill Kauffman has approved one additional holiday, December 30th during the 2013 holiday season. This additional day is in addition to the thirteen paid holidays established by the University in the Holiday Policy. Employees should review the Holiday Policy to avoid common reporting mistakes that can lead to a shortage of pay (for example, reporting Holiday banked hours instead of Holiday pay).

If you are an employee of SLUCare or an employee of a unit required to work during University holidays, please check with your department regarding your Holiday schedule. In units required to work on designated University holidays, employees may bank time worked on a holiday to use at another time. Employees should review their Holiday entries on their web timesheet with their supervisor prior to submitting their timesheet. Due to the Holiday schedule, all biweekly web timesheets are due to be submitted no later than December 16 at 10:00AM.

Both biweekly paid and monthly paid employees will be paid on December 23, before the holiday break.

Position Reclassifications for Fiscal Year 2015 Due January 1

As stated in the 2014 Salary Administration Guidelines, incumbent position reclassifications will occur one time per year. All incumbent reclassifications are due on or before January 1 to be effective for July 1. Position analysis booklets (PABs) must be submitted to comp@slu.edu with proper documentation for review. Please email comp@slu.edu with additional questions regarding this policy.

Staff Performance Evaluations

The 2013 staff University Online Performance Evaluation (UOPE) is now open for managers to add ratings and submit for completion. An email went to Department Reviewers on Monday, November 18 to explain necessary maintenance to prepare for evaluation time.

The UOPE can be accessed by:

- Logging into Banner Self Service
- Select Employee
- Select University Online Performance Evaluation Menu
- Select Supervisor – University Online Performance Evaluation Dashboard

Deadlines for the evaluations will coincide with division/department budget deadlines and these deadlines will be communicated by the appropriate VP or budget office; the goal is for all evaluations to be complete by the first week of March. Please contact your HR Consultant if you have any questions.
Guidelines for Evaluating Performance

Ask employees to self-evaluate. Feedback from employees on their own performance provides their perspective and a starting point for the performance discussion. Managers should ask all employees to complete the Employee Self-Assessment before meeting to discuss the past year performance including goal completion and discuss goals and an individual development plan (IDP) for the next calendar year.

- **Consider the degree of difficulty in assignments.** Is this the same work as in the past or something newly acquired? Has their work expanded in scope or amount of responsibility? Were there any projects that caused great results with little contribution?

- **Judge performance, not potential.** Focus on actual contributions and results achieved. This is a review of “accomplishments”, not of “potential.”

- **Judge achievement, not progress.** Be diligent about reviewing successful attainment of positive results and contributions during a fixed period of time rather than crediting effort, activity, or progress.

- **Review performance for the entire cycle.** The evaluation must reflect an employee’s performance over the whole period of time covered by the review. One month of outstanding performance does not offset eleven months of mediocre performance, even if it occurred in the month immediately preceding the review.

- **Review each core performance value independently.** Do not let reviews of one objective influence the review of another. Employees often do better in some areas than others. Therefore, review each aspect of performance independently of others.

- **Be a conscientious reviewer.** This may be the toughest guideline of all. Managers who succeed here are scrupulous about giving a favorable evaluation of performance only when the employee has really earned it. It is extremely important to be objective when rating employee’s performance. Managers should familiarize themselves with the definitions of our UOPE ratings (see below) and determine criteria for these ratings in their department.

University Performance Ratings

<table>
<thead>
<tr>
<th>Rating</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>Performance at this level is clearly unique and far in excess of established expectations. The employee consistently exceeds all performance expectations and has made many significant contributions to the efficiency and performance of the unit. The employee exhibits mastery and leadership in all dimensions of the field work performed.</td>
</tr>
<tr>
<td>Exceeds Expectations</td>
<td>Performance at this level often surpasses established expectations. The employee regularly works beyond a majority of the performance expectations and has made significant contributions to the efficiency and performance of the unit. The employee exhibits mastery of most dimensions of the field of work performed.</td>
</tr>
<tr>
<td>Meets Expectations</td>
<td>Performance at this level meets established expectations. The employee has met all performance expectations and has contributed to the efficiency and performance of the unit. The employee is a competent and solid performer.</td>
</tr>
<tr>
<td>Below Expectations</td>
<td>Performance at this level is below the level of established expectations. The employee has failed to meet the performance expectations and improvement is required in significant dimensions of the job in order to meet expectations. The employee is not contributing to the efficiency and performance of the unit.</td>
</tr>
</tbody>
</table>
Avoid rating bias:

- **Leniency**—The tendency to use a less stringent set of standards to rate an employee, resulting in an inflated rating.
- **Halo Effect**—The tendency to give an employee an overall rating, either positive or negative, based on the evaluation of a single performance objective, which results in an inaccurate evaluation of overall performance.
- **Central Tendency**—The tendency to avoid rating employees at the high and low extremes and to cluster all ratings at the center of a rating scale.
- **Impressions**—The tendency to rate an employee on the basis of impressions and gut feelings rather than on concrete, observable examples of performance, behaviors and skills gathered over a period of time.
- **Recency Effect**—The tendency to rate an individual on his/her most recent performance or contributions rather than on performance during an entire review period.

**BENEFITS**

The Benefits Office reminds employees to check their Benefit Statement through MySLU to verify that the open enrollment changes made during the month of November are in place for January 1, 2014. Please note if you are entitled to a reduced medical insurance premiums, either for the Wellness or for the $33,000 subsidy, these reduced rates will not yet be reflected on your Benefit Statement. These changes are made manually and may take 2-3 weeks to appear. We ask that employees double check their payroll deductions on their January 2014 paychecks.

Employees age 50 and older are eligible to contribute as much as $23,000 towards their 403(b) contributions in 2014. Employees wishing to take advantage of the special age catchup must complete a new Earnings Reduction Agreement in order to take advantage of this benefit. The form can be found on the [Benefits website](#).

**MARTIN LUTHER KING MEMORIAL TRIBUTE**

The Martin Luther King Memorial Tribute will take place on Friday, January 10, 8:30-11:30 a.m. in the Wool Ballroom, Busch Student Center. The program is open to the SLU Community and by invitation to members of the St. Louis Community. The program will feature speakers and entertainment to honor the legacy of Dr. King. Details and a registration form for the program will be shared in Newslink in early December.
LEARNING & DEVELOPMENT

Congratulations to our October learning challenge winners!

Amanda Hente  
Alumni Assistant  
Alumni Relations

Judith Pierce  
Administrative Assistant  
CSB-Service Leadership

Andrea Zimmerman  
Physician Liaison Representative  
Marketing & Provider Services

Staff who complete at least one hour of professional development will be entered in a drawing to win a tablet for the corresponding month. Each month, we announce three winners; one from Academic Affairs, Medical Affairs, and all other University divisions.

Mission

We serve the University community by delivering fair and competitive policies and programs, lead talent management solutions, and unite mission, strategy and people through collaborative partnerships.

MISSION - ATTITUDE - GUIDANCE - INGENUITY - SERVICE