From: Senior Vice Chancellor John Plotts
To: MSLIST@LISTSRV.UCSF.EDU
Subject: Performance Evaluation Process – Annual Submission Change
Date: Tuesday, June 02, 2015 1:45:02 PM

Campus Managers and Supervisors:

I am writing to announce a UCSF campus-wide change in the process for completing annual performance evaluations.

The UCSF Campus is moving to a calendar year employee performance evaluation process that will begin January 1 of each year with an annual performance evaluation due at the end of the year for each non-represented career employee. This process change will begin in January of 2016 with the requirement that all completed evaluations for the calendar year will be completed and submitted to Human Resources no later than March 15 of the following year.

A consistent performance evaluation process offers several organizational advantages.

- This new cycle will not only require an annual discussion with each employee involving performance, goals, career objectives, etc., but it will also better enable a performance-based salary program by providing closer proximity between the timing of an employee’s performance evaluation (due March 15) and a salary program (effective July 1). In addition, UCSF has established an annual focal equity increase program also effective July 1 and current performance information will help inform that process.

- Additionally, there are significant administrative efficiencies achieved by having a consistently administered process across the organization.

- This process will also support policy compliance and effective performance assessment and salary program administration. Additionally, HR is working to develop systems to support internal and market-based salary analyses which will result in recommendations for the administration of the annual salary program.

Calendar year 2015 will be a transition year with each control point deciding for their organization one of two options. For either option, a documented performance rating is required for the period ending December 31, 2015, submitted to HR no later than March 15, 2016:

Option 1: Complete 2 evaluations -- one covering 12 months ending with the current annual evaluation period (typically the fiscal year ending June 30, 2015) and the second evaluation for the remaining time period from July 1, 2015 to December 31, 2015.

Option 2: Complete one evaluation for an extended period from the date of the last evaluation through the evaluation end date of December 31, 2015.

This change has been carefully contemplated and endorsed by the UCSF Compensation Committee, whose membership includes representatives from each area of our organization. We are confident that we will achieve improved business outcomes with respect to performance feedback and salary administration by utilizing a consistent annual review evaluation period.

With respect to the possibility of a merit program this year for the University’s non-represented staff, at this time I do not have concrete news to share with you as this decision is made on a systemwide basis. UCSF leadership is fully aware of your desire for information. Please know we will communicate with you just as soon as we have information to share.
Questions or comments regarding this change should be directed to Mike Tyburski. Questions regarding the annual performance review process should be directed to your HR Generalist.

Sincerely,

John E. Plotts
Senior Vice Chancellor – Finance and Administration
Chair, UCSF Compensation Committee

_subscription to this UCSF Listserv list is based on affiliation, appointment, employment or registration at UCSF. Membership is updated every 24-hours. Individuals cannot be manually removed._