

EPMS FAQ

What is an EPMS plan?

*At the beginning of each rating period, a performance plan will be completed. After conferring with the reviewer, the rater and the employee will determine the job functions, characteristics, objectives, and success criteria on which the employee will be evaluated at the end of the review period. This should be completed within the first 30 days of the performance period. **NOTE:** At CCU, job duties and success criteria are established when a position description is created or updated.*

What are Job Functions?

Job Functions (which include job duties and success criteria) will be determined by the employee's position description. If the position description is not accurate, an updated one should be prepared and submitted to Human Resources and Equal Opportunity (HREO) for approval. The statement outlining the job function should include descriptive information about the performance expectations or success criteria. Success criteria should specify the expected level of performance necessary to receive a successful rating.

What are Objectives?

An objective should be included when the employee is assigned a special, non-recurring project or assignment that is not included on the employee's position description and is expected to be accomplished during the rating period. Performance objectives on which the employee will be rated may be chosen by the rater and the employee. Success criteria (descriptive information about the performance expectations) must be developed for each objective. The success criteria should specify the expectations of the rater for the employee to be successful. Objectives are optional.

What are Standard Performance Characteristics? *The employee will be rated on a set of universal performance characteristics predetermined by the University. These include: Quality of Work; Dependability/Reliability; Teamwork; Commitment to Diversity Equity and Inclusion; Adaptability; and Communication Ability. [Additional Performance Characteristics](#) may be assigned by the rater.*

What are Management Performance Characteristics? *Management personnel will be rated on additional predetermined performance characteristics. These include: Decisiveness and Judgment; Motivating and Developing; Planning/Organizing/Delegating; and Promotes Equal Employment Opportunity. The rater may assign additional performance characteristics from the following list [Additional Management Characteristics](#). All supervisors must be rated on promoting equal opportunity in their responsibilities of hiring, promoting, placing, supervising, purchasing, or contracting. Success criteria are not required for performance characteristics.*

Are Performance Characteristics weighted into the overall performance rating?

No. The performance characteristics section will not be weighted in the determination of the overall performance rating.

What is a Mid-Year Check-In?

The rater should conduct a mid-year check-in meeting with the employee. This meeting is an informal opportunity to discuss the employee's performance. The rater and employee may submit progress notes throughout the review period. Progress notes in the EPMS system are intended as a communication tool to share information related to performance but is not part of the formal evaluation document unless it is recorded by the rater on the performance evaluation.

What is a probationary period?

A probationary period is the twelve-month period during which an employee is evaluated at initial hire into the State system to determine satisfactory performance and attainment as a covered employee. A probationary period cannot be extended beyond 12 months. Upon successful completion of their probationary period, an employee will attain covered status under the State Employee Grievance Procedure Act. If the employee does not receive a probationary performance evaluation prior to the performance review date, the employee will receive a successful-by-default rating and obtain covered status as a state employee and permanent status in the class. After successful completion of the probationary period, an employee may receive a short year planning stage and a short year review in order to move to the universal review period of November 1 to October 31.

Issues concerning performance and/or behavior during the probationary period must be brought forward to the Employee Relations unit of HREO for further guidance.

What is a trial period?

The performance of each covered employee who has been demoted, promoted, or reclassified will be appraised prior to the completion of a six-month trial period in the new position. The trial period may be extended up to a maximum of ninety (90) calendar days prior to the end of the six-month trial period provided there is written notice to the employee.

What is a short term (year) period?

The performance of each covered employee who completes a probationary or trial period will be appraised using a short year planning stage prior to the universal review date of October 31. A short term period begins on the day following the due date of a probationary or trial period forward to October 31.

Can a probationary period be extended?

No. A probationary period cannot be extended.

Can a trial period be extended?

Yes. The trial period may be extended up to a maximum of ninety (90) calendar days prior to the end of the six-month trial period provided there is written notice to the employee.

Can an annual period be extended?

*Yes. An employee on approved leave, with or without pay for more than 30 consecutive workdays, may have the performance review advance up to 90 days after the first 30 days. Discussion with HREO **must** occur for any annual review period extension.*

How early can an evaluation be completed?

*An evaluation can be completed **no earlier than ninety (90) days** before the review date except in the case of a substandard performance.*

Who is a covered employee?

An employee in a Full-Time Equivalent (FTE) position who has successfully completed a probationary period will attain grievance rights and be considered covered by the provisions of the State Employee Grievance Procedure Act.

What if a probationary employee is reclassified from one state classification to another during their probationary period?

An employee's 12-month probationary period would restart from the date of the reclassification.

What are the three levels of performance used to rate job functions, objectives, and overall performance?

- 1. Exceptional – work that exceeds the criteria of the job function throughout the rating period.*
- 2. Successful – work that meets the criteria of the job function.*
- 3. Unsuccessful – work that fails to meet the criteria of the job function. **NOTE: This rating may not be assigned without first contacting HREO.***

What if an employee does not receive an evaluation prior to the evaluation due date?

The employee will receive a successful-by-default rating.

Can an employee receive an “unsuccessful” rating on their evaluation?

*No. A covered employee may not be issued either an overall “unsuccessful” appraisal or an “unsuccessful” rating on any essential job function or objective that significantly impacts performance without following the “Substandard Performance Process.” A covered employee who receives a “Warning Notice of Substandard Performance” may have the performance review date advanced to coincide with the “Warning Notice of Substandard Performance” dates. **Please contact HREO for assistance with the “Substandard Performance Process.”***

How are Performance Characteristics rated?

Performance Characteristics will be given a rating of pass or fail.

- 1. Pass – meets requirements.*
- 2. Fails – fails to meet requirements.*

Can a Reviewer change the evaluation rating assigned by the Rater?

No. Per University Policy, a Reviewer cannot change the evaluation rating assigned by the Rater, but can attach comments to the evaluation.

What if an employee disputes their evaluation?

An evaluation must be electronically acknowledged by the reviewer, the rater, and the employee. If an employee wishes to dispute their evaluation, they must either:

- 1. Select 'Dispute' in the PeopleAdmin system and send an email to hr@coastal.edu stating their refusal to sign the document and reason(s) for that refusal; **OR***
- 2. Enter their refusal to sign the document and reason(s) for that refusal in the comments section of the document and then select 'Dispute' in the PeopleAdmin system.*

***NOTE:** A 'disputed' evaluation still is electronically sent to HREO to become a permanent part of an employee's official personnel file.

For more information related to EPMS, please visit [FAST-221 Employee Performance Management System \(EPMS\)](#).