

HR/Personnel and Payroll Services

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April 28, 2006

To: Deans, Department Heads, and Directors

Fr: Susan Alt, Director
Human Resources/Personnel & Payroll Services

Re: Update - Performance Appraisals for Classified and MPEA Employees

I am writing to provide you with clarification in response to recent questions and concerns I have received, from both supervisors and employees, regarding FY06 performance appraisals for classified and MPEA employees. Earlier in the month, an e-mail was distributed to MPEA employees via the MPEA list-serv that apparently has resulted in some confusion on the protocol for conducting appraisals.

The protocols for conducting FY06 performance appraisals haven't changed. Please proceed as previously advised.

- The end of the current Performance Cycle for all Classified Employees of MSU-Bozeman is fast approaching. The deadline for submitting classified performance appraisals to HR/PPS is **May 31, 2006**.
- There are three forms that supervisors may choose from to best fulfill the need of their specific department. The link to all three appraisal forms is: <http://www.montana.edu/pps/EmployeeRelations.htm>. This page will allow you to choose one of the three options and print off the desired form.
- Annual performance appraisals should be completed for all Classified Employees, regardless of FTE. They can be used as either a probationary period review or as an assessment of a permanent classified employee.
- Positive evaluations are used as one of the initial requirements for obtaining any flexible pay options for an employee (which include lump sum bonus, strategic pay, progression pay, in-range progression pay).

Below, I have provided further brief background information regarding the events and outcomes that have transpired following distribution of the e-mail message referred to above.

- Following distribution of this e-mail message, an ad-hoc statewide labor-management committee was convened, consisting of Kevin McRae, (Labor Relations Director, University System), Quint Nyman, (Executive Director, MPEA), Campus HR Directors, and elected MPEA chapter representatives from Bozeman, Billings, Butte, Missoula, and Great Falls.
- The result was agreement between the Human Resources Directors and Union representatives on a number of important principles for the appraisal development process, including:
 - The performance appraisal process should be a positive experience;
 - The performance appraisal tool should be different than the MAP tool previously used;
 - Employees should have an opportunity to rebut or respond to performance appraisal notations without fear of retribution or retaliation;
 - The performance appraisal process should be simple, clear, and understandable;
 - The process of developing appraisal forms requires an appropriate balance of system-wide consistency (with some basic common threads) and campus-level customization;
- Employees who have questions about the status of performance appraisals on their campus should contact their chapter representative or their human resources director. The MPEA Executive Director, the campus Human Resources Directors, and the University System Director of Labor Relations will be in contact with each other to ensure good communications on these issues.

MSU-Bozeman HR/PPS and MPEA will form a small ad-hoc labor management committee for the purpose of collaborating on the development of a further refined appraisal form, to be introduced in the FY07 Performance Cycle.

Please don't hesitate to contact me if you have any questions at extension 3651, or salt@montana.edu.

Thank-you!

C: President
Vice Presidents
Quint Nyman