

PERFORMANCE MANAGEMENT

Section: Human Resources

Policy: University Housing follows the University of Georgia (UGA) [Conduct While Employed policy](#) and the [UGA Performance Management guide](#).

Purpose: A performance management action must be based on continuous violations of the same or related work standard. Not all action will be based on continuous violation though, especially if the behavior or performance in question is of an egregious or ethical nature, in which case a performance management action will be taken at the first instance. The purpose of this policy is to provide guidelines and steps to aid supervisors in handling employee performance and workplace issues in an effective manner and in accordance with the University of Georgia policies, as well as state and federal laws and regulations.

Scope: This policy applies to all classified and temporary employees of University Housing.

Procedure:

- I. Supervisors are expected to get in touch with the housing human resources (HR) manager/designee as soon as a performance or personal conduct violation occurs to ensure that swift and timely corrective action is taken.
- II. Depending on the performance and/or behavior issue, the supervisor, in consultation with the HR manager/designee, will determine how to document the nature of the performance and/or personal conduct deficiency. This can include (but is not limited to):
 - A. A supervisor will have a meeting with the employee detailing the deficiency and the expected work standard. The supervisor will complete a Staff Consultation Form (see form associated with this policy) or follow up to the consultation meeting via email, depending on what the HR manager/designee advises. A consultation is merely a record of the deficiency and the steps taken to remedy the deficiency. It is not part of the performance management process. A copy should be submitted to the Housing HR manager/designee to be placed in the employee's personnel file.
 - B. If the consultation does not lead to improved performance and/or behavior, the supervisor will consult with the HR manager/designee to determine if a performance management action is appropriate and what form said action would take.
 - C. Further violations after the initial disciplinary action will lead to further escalated responses up to including termination of employment.
- III. Supervisors shall consult with HR manager/designee for review of all disciplinary action documentation prior to sharing with affected employee. All performance management actions will be in written form, even if they are initially a verbal warning. The supervisor has the flexibility to compose the disciplinary action letter; however, all letters should be submitted to the HR manager for review, further input and/or suggestions.

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