

SUBJECT: Performance Appraisal for Unclassified Employees
Number: 621
Issued by: Vice Chancellor for Finance
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I. Policy

A. All unclassified employees of USC Beaufort must have annual performance appraisals. Full-time faculty are appraised according to procedures in the USCB Faculty Manual. Unclassified employees with senior administrative responsibilities are appraised on the Administrator Evaluation form.

Unclassified employees who are neither full-time faculty, nor senior administrators may be appraised using the EPMS form for classified employees or other method agreed upon by the employee and supervisor. A review method other than EPMS or Administrator Evaluation should be approved by the USCB Director of Human Resources prior to the first implementation.

B. The performance appraisal process is designed to:

1. Provide information to employees and supervisors for use in work-related decisions such as recommendations for salary increase, promotions, transfers, demotions and dismissals.
2. Provide information to management in assigning work and delegating responsibilities based on a mutual understanding of the employee's skills and abilities.
3. Encourage the continued growth and development of all employees;
4. Identify training needs;
5. Maintain a documented history of employee performance.