



POLICY RESOURCES

Human resources services are provided to Marshall University Research Corporation by Marshall University Human Resource Services
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Applies to:	Marshall University Research Corporation (MURC)
Title:	Performance Assessment
Number:	8
Effective Date:	10/01/06
Last Revision Date:	

It is the policy of the Marshall University Research Corporation (MURC) to assess the work performance of its employees on a periodic basis. Two types of assessments are provided. Work performance is assessed prior to the end of an employee's initial period of employment and generally thereafter at the beginning of each fiscal year.

Notwithstanding the particular date that a performance assessment is scheduled for an employee, if a supervisor feels that a work performance issue exists, he/she will discuss the issue with the affected employee. If the work performance issue is remediable in nature, the supervisor will provide four-part progressive counseling as set forth in MURC human resource policy and procedure 10, Progressive Counseling. If the work performance issue rises to the level of the items identified in MURC human resource policy and procedure 11, Unacceptable Workplace Actions, he/she will discuss the issue with his/her supervisor and/or the chief human resources officer.

A standard written performance assessment form for use by MURC supervisors and employees is available on the forms page of the Human Resource Services website at <http://www.marshall.edu/human-resources/forms/murc/>. A written performance assessment is signed by the affected employee, the supervisor, and the next-level supervisor. If the subject employee declines to sign the performance assessment, a comment documenting the refusal will be annotated to the performance assessment form. Completed performance assessments in printed paper format are forwarded after all required signatures are obtained to the MURC Payroll Office. The subject employee and his/her supervisor should each keep a copy of the signed performance assessment form. The next-level supervisor may optionally keep a copy of the completed assessment form.

The vast majority of MURC employees work in a highly professional and productive manner on a day in-day out basis. The philosophy underlying the MURC performance assessment process is to recognize good work performance and thank the employee providing it. In the rare situation in which a MURC employee does not perform at the level of quantity and quality that is deemed necessary, the purpose of the performance assessment process is to restore that employee in a reasonable and orderly manner to an acceptable level of performance, or if the employee will not improve their performance to terminate them from MURC employment.

HUMAN RESOURCE SERVICES POLICIES AND PROCEDURES PROVIDED FOR MARSHALL UNIVERSITY RESEARCH CORPORATION (MURC) APPEAR ON THE MURC WEB SITE. TO NAVIGATE TO THE HUMAN RESOURCES POLICIES AND PROCEDURES, PLEASE CLICK **HUMAN RESOURCES** ON THE MURC HOME PAGE AT <http://www.marshall.edu/murc/>. MARSHALL UNIVERSITY HUMAN RESOURCE SERVICES PROVIDES HUMAN RESOURCES SUPPORT TO MURC. THIS POLICY IS COPYRIGHTED BY MARSHALL UNIVERSITY. FOR ANY QUESTIONS ON THIS POLICY, PLEASE CONTACT HUMAN RESOURCE SERVICES AT THE ADDRESS AT THE TOP OF THIS POLICY.

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