MEMORANDUM

TO: UNCG Community

FROM: Michelle Lamb Moone, MS, SPHR
Associate Vice Chancellor, Human Resources

DATE: April 28, 2017

SUBJECT: NEW FY18 Performance Management Program (PMP) Rollout

The end of a performance cycle is a tremendous opportunity to not only recognize staff accomplishments and achievements, but also prepare the workforce for the next performance cycle by setting clearly defined goals and objectives.

NEW Performance Management Program for FY18
The North Carolina State Human Resources Commission approved a new performance management program for employees subject to the State Human Resources Act (SHRA). The new FY18 annual performance cycle is April 1, 2017 – March 31, 2018; however, we delayed implementation of the new performance plan until the completion of the current year’s performance cycle on March 31, 2017, which was extended to April 15, 2017.

The new SHRA Performance Management Program places emphasis on both institutional goals and individual goals while streamlining the content of the performance plan, standardizing the categories for evaluation, increasing the accuracy and defensibility of performance ratings, and promoting effective communication between employees and supervisors. A key focus of the new design is also simplification, including less complex compliance requirements and a significant reduction in required paperwork. The new policy and program applies to all SHRA probationary, time-limited and permanent, and career status employees. This policy does not apply to temporary employees.
FY18 PMP Cycle and Timeline

We will follow the timeline listed below:

- **May 1 – June 15, 2017**: FY18 PMP Performance Plan development (initial work plan)
- **September 1 – October 31, 2017**: FY18 Interim Performance Review
- **February 1 – March 31, 2018**: FY18 Annual Appraisal Form Completion, HR Review, and Interviews
- **April 6, 2018**: FY18 PMP Annual Appraisal due to the Office of Human Resources

PMP Training & Information Sessions

There are several significant changes to the FY18 plans. To inform you of these changes, we are pleased to roll out the new Performance Management Program with a series of training and information sessions. All supervisors and managers are required to attend one (1) of the PMP information sessions to gain insight and understanding of the University’s new performance management policy, forms and guidelines. Attendance by employees is optional, but highly recommended.

Schedule of PMP Training & Information Sessions

<table>
<thead>
<tr>
<th>Campus Champions <em>(HR appointed)</em></th>
<th>Day, Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed., May 3</td>
<td>1-4 pm</td>
<td>113 Bryan, HR Training Room</td>
<td></td>
</tr>
<tr>
<td>Thurs., May 4</td>
<td>9am – 12 noon</td>
<td>113 Bryan, HR Training Room</td>
<td></td>
</tr>
<tr>
<td>Thurs., May 4</td>
<td>1 - 2pm</td>
<td>EUC Maple Room</td>
<td></td>
</tr>
<tr>
<td>Fri., May 5</td>
<td>9 - 10am</td>
<td>EUC Claxton Room</td>
<td></td>
</tr>
</tbody>
</table>

723 Kenilworth Street, UNCG, PO Box 26170, Greensboro, NC 27402-6170
334-5009 ● Fax 334-5585
Internet Home Page: http://web.uncg.edu/hrs

UNCG is an Equal Opportunity/Affirmative Action Employer
Memorandum to the UNCG Community re FY18 PMP  
April 28, 2017  
Page 3

| Campus-Wide Information Sessions (All Employees) | Tue., May 9 | 1 - 2pm  
2 - 3pm  
3 - 4pm  
4 - 5pm | EUC Claxton Room |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor and Manager Training</td>
<td>Wed., May 10</td>
<td>10am – 12 noon</td>
<td>Campus Supply Bldg. Training Room</td>
</tr>
<tr>
<td>Supervisor and Manager Training</td>
<td>Wed., May 10</td>
<td>2 – 4pm</td>
<td>Music Building, Room 217</td>
</tr>
<tr>
<td>Supervisor and Manager Training</td>
<td>Thurs., May 11</td>
<td>10am – 12 noon</td>
<td>Music Building, Room 217</td>
</tr>
<tr>
<td>Supervisor and Manager Training</td>
<td>Thurs., May 11</td>
<td>2 – 4 pm</td>
<td>Music Building, Room 217</td>
</tr>
<tr>
<td>Supervisor and Manager Training</td>
<td>Tue., May 16</td>
<td>10am – 12 noon</td>
<td>Music Building, Room 217</td>
</tr>
<tr>
<td>Supervisor and Manager Training</td>
<td>Tue., May 16</td>
<td>2 – 4 pm</td>
<td>Music Building, Room 217</td>
</tr>
</tbody>
</table>

**Next Steps**
Next week we will send information on resources, including FAQs and a schedule of WebEx training sessions, which may prove helpful as we partner to implement the new SHRA Performance Management Program. Questions regarding the PMP process should be directed to Gwen Evans, Director of HR Business Partners and Employee Relations, by email at gdevans2@uncg.edu or by phone at (336) 334-4512.