| Policy and Procedure Manual —February 2018 Changes |
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*This document outlines the changes made to OHR's Policy and Procedures Manual in the past 30 days. Please contact OHR at (864) 656-2000 or online at* Ask-HR *if you have questions or concerns. Changes can also be viewed in the* Change Log.

## Updated Policies

Hiring Policy – OHR updated the Hiring Policy on February 19, 2018, to include the following:

- Added reference to Voluntary Incentive Program participants needing special consideration when hiring. Referred reader to the Special Hiring Considerations section of the guidelines.
- Added web address of policy to front page.
- Additional changes to hiring considerations are detailed in the Updated Guidelines section below.

Staff Performance Management Policy – OHR updated the Performance Management Policy on March 1, 2018, to include the following:
- Changed name of policy from Employee Performance Management System Policy to Staff Performance Management Policy
- Reformatted the policy
- Added a *Staff Performance Management Guidance* document in support of the policy
- Introduced a six-level evaluation scale
    o Top Performance
    o Exceptional Performance
    o Successful Performance
    o Developing Performance
    o Improvement Needed
    o Unsuccessful Performance
- Updated equivalencies from old scale to new scale
- Added rating distribution guidance
- Added two additional options for review date, such that each college/division can choose the best option for them
- Introduced competencies to replace performance characteristics
- Included competencies in overall performance rating
- Added that exceptions to review periods must be pre-approved by OHR
- Included developmental goals as an option in performance management.

Grievance Policy – OHR updated the definition of "covered employee" in the Grievance policy on March 1, 2018, to be consistent with the new Staff Performance Management evaluation scale.

- Old definition: A covered employee is a full-time or part-time employee occupying a part or all of an FTE position who has completed the probationary period and has a "successful" or higher overall rating on the employee's performance evaluation and who has grievance rights. If an employee does not receive an evaluation before the performance review date, the employee is considered to have performed in a satisfactory manner and be a covered employee.

March 1, 2018

- New definition: A covered employee is a full-time or part-time employee occupying a part or all of an FTE position who has completed the probationary period and has an "==improvement needed==" or higher overall rating on the employee's performance evaluation and who has grievance rights. If an employee does not receive an evaluation before the performance review date, the employee is considered to have performed in a satisfactory manner and be a covered employee.

## Updated Guidelines

Hiring Guidelines – On February 19, 2018, the following changes were made to the *Guidelines for Hiring ELT*, the *Guidelines for Hiring Faculty/Special Faculty*, and the *Guidelines for Hiring Staff*:

1. To the Special Hiring Considerations section:
   a. Added information on Voluntary Incentive Program participants (Retirement Incentive Plan and Voluntary Separation Program) limitations when returning to employment.
   b. Retirees subsection:
      i. Added that a retiree cannot be hired into a regular FTE position unless he or she applies for and competes for the position. Direct hires can only be used to hire a retiree into a temporary position.
      ii. Removed the following retiree limitations:
         1. Retirees cannot be hired into regular FTE positions
         2. Direct hires are limited to 12 months duration and are not renewable or extendable

Clemson University Retirement Guidelines – On February 28, 2018, OHR updated the information in these guidelines to be consistent with the changes made in the hiring guidelines. (See above.)

## Updated Procedures

Continuing Benefits During an Unpaid Leave of Absence—On February 2, 2018, the following changes were made to the procedure:

- Reformatted the document to the new procedure format
- Updated procedures and added reference material