

**SOUTH DAKOTA BOARD OF REGENTS**

**Full Board**

**AGENDA ITEM: 22**

**DATE: April 1-2, 2015**

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**SUBJECT: New Performance Evaluation Process for CSA**

During the Governor’s budget presentation on December 2, 2014, Governor Dugaard introduced a new compensation structure for state employees. It reflects his intent to add a pay for performance component to the annual salary program. Two related initiatives will result in substantial changes for the CSA employees who are employed by the Board of Regents: (1) new performance evaluation system and (2) its impact on annual salary increases. The changes resulting from the new CSA salary structure will be effective beginning in FY16. Planning for the fiscal impact of the new has been taken account for in the financial planning for FY16. The purpose is this briefing is to outline the process that the system will undertake to implement the new performance evaluation system.

**New Performance Evaluations Schedule**

- January – December 2015: Delivery of PPAR performance reviews AND introduction of ACES to all CSAs (will effect annual increases issued on July 2016)
- January – December 2016: Delivery of ACES performance reviews (will effect annual increases issued on July 2017)
- January – December 2017: Delivery of ACES performance reviews (will effect annual increases issued on July 2018)

**Annual Salary Increases Effective**

- July 2015 (FY16) – Cost of living increase plus movement to market
- July 2016 (FY17) – Market adjustment (formally cost of living) plus movement to market
- July 2017 (FY18) – Market adjustment plus pay for performance

In order to fully implement the performance component of the Governor’s proposal by FY 18, all CSA employees will need to transition to Accountability & Competency Evaluation System (ACES) documents. In order to accomplish this, the human resources staff from each campus must work with the vice presidents, administrative and academic deans, supervisors and employees to

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**RECOMMENDED ACTION OF THE EXEUCTIVE DIRECTOR**

Information only. Plan to communicate changes to campuses.

develop an ACES guide and performance appraisal form for each CSA employee under their direction.

Barbara Basel will lead this initiative and will work with each campus's human resources staff to develop the documents for ACES. This effort necessitates high level support at each campus. Developing the ACES documents will require participation from all CSA employees and their supervisors. Each campus Office of Human Resources will be coordinating additional communications and timelines with their Presidents, Executive Councils, and Superintendent Kaiser.

The tasks needed to meet the State's transition to ACES calls for an aggressive timeline on the part of each campus. Supervisors and employees must be informed of the pending changes, as well as the performance guides and appraisal forms as soon as possible. BOR HR has arranged for a train-the-trainer program for HR directors in April 2015. Shortly after that training session, the HR directors and their staff will need to begin engaging employees and supervisors to validate the new performance documents (see Attachment I: Board of Regents ACES Timeline).

Ideally, all the ACES guides and appraisals should be completed by September 2015. Training on the new performance system will begin as early as June for supervisors. The Board of Regents will transition to the ACES performance management system for its CSA employees by January 2016.

## Board of Regents ACES Timeline

BOARD OF REGENTS ACES TIMELINE	
Tasks	Proposed Timeline
Human Resource representatives from each campus will develop two to four ACES Guides and Appraisal Documents.	Beginning the week of February 20 through March 6, 2015
Campus Human Resource staff will begin working with CSA employees and their supervisors on developing ACES Guides and Appraisal Documents for each employee.	Beginning April 27 and ongoing through December 2015
BOR will coordinate a train-the-trainer program with the South Dakota Bureau of Human Resources for HR staff and select managers.	April 15, 2015
Campus HR sends Job Questionnaires out to staff Employees have two weeks to complete Accountability Questionnaire and Competency (ACES) Questionnaire	Beginning April 20, 2015 by department/college/division on a rolling schedule set by each campus
Employees sends their supervisor the ACES Questionnaire Supervisors have one week to review and return the questionnaire to Human Resources	Beginning May 6, 2015 by department/college/division on a rolling schedule set by each campus
Supervisor sends ACES Questionnaires to campus HR for data analysis and to finalize performance documents	Beginning May 13, 2015 Process repeats throughout the summer
Training sessions for supervisors and employees	Beginning June 1, 2015 and continuing through December 2015
Campuses not on January to December performance evaluation plan develop plans to transition to the new performance review cycle.	By December

BOARD OF REGENTS ACES TIMELINE	
Tasks	Proposed Timeline
Campus HR and Board Office work with departments and management/employees to finalize documents	Ongoing throughout the 2015
All supervisors and employees trained	By December
Performance for all CSA employees will begin being measured on ACES documents	January 2016