

Anschutz CSA / ASA HR Community Meeting



- ▶ **Tuesday, February 4, 2025**
- ▶ **from 10:00 to 11:30**
- ▶ **Via Zoom**

AGENDA

Adrienne Howarth-Moore, Associate Vice Chancellor & Chief Human Resources Officer

- **Welcome and Introductions**
- **Chat and Ground Rules**

Brad Mathers, Director, Employee Relations & Performance

- **Performance Management Process**

Florie Montoya, Assistant Vice Chancellor of TA, Classification, Compensation & HCM

Lindsey Fouquette, Director of Talent Acquisition & Classification

- **Step 1 Optimization Process**

Justin Loiselle, HCM Program Director

- **Time & Labor Update**

Wrap Up

Performance Management Process

Brad Mathers, Director of Employee Relations & Performance

Human Resources



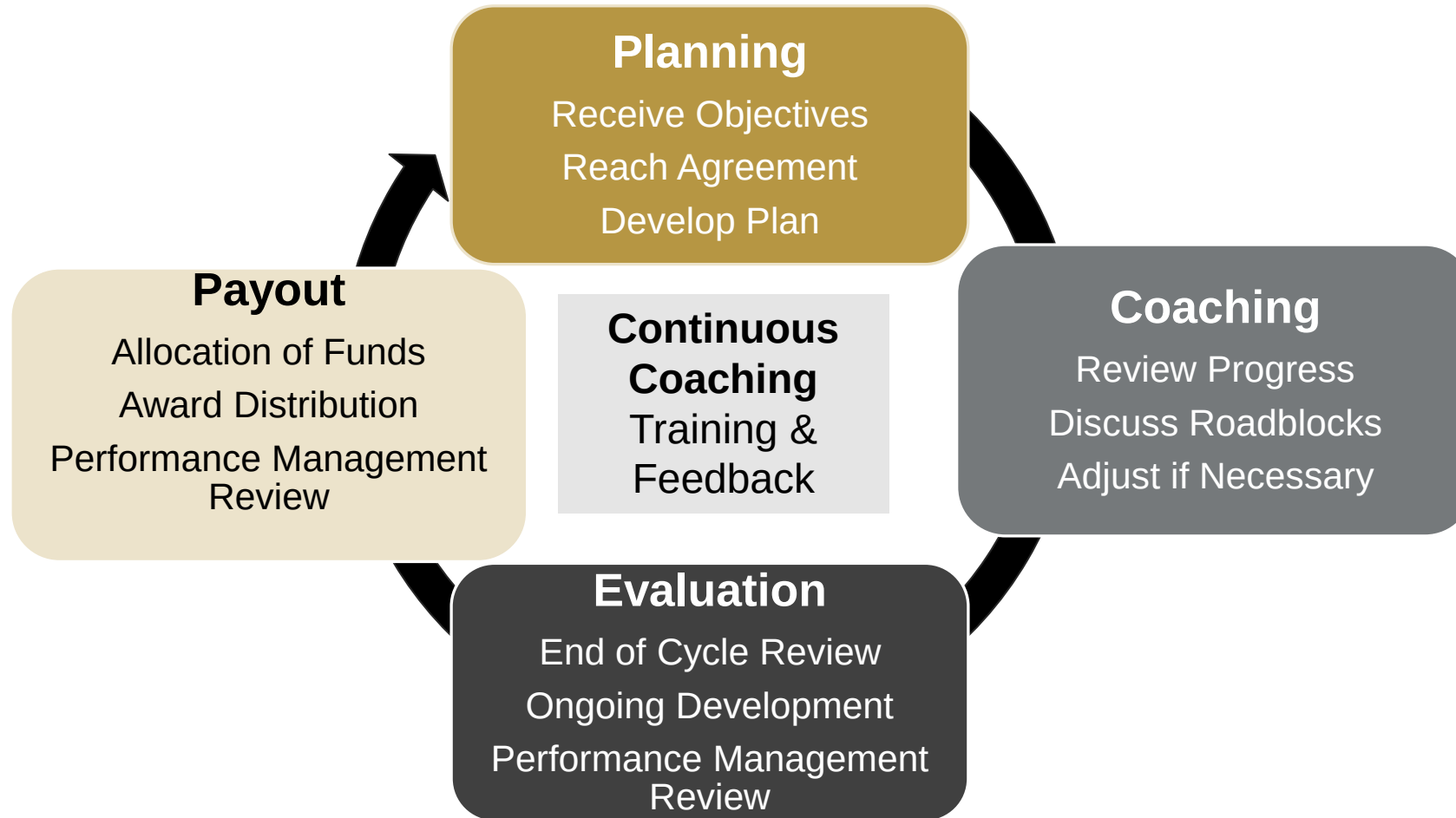
Performance Management Process

PERFORMANCE MANAGEMENT CYCLE

DEADLINES

SCORING

Performance Management Cycle



University Staff/Faculty Cycle

January 1 –
December 31

Evaluations due
March 1

Performance
Plans are
recommended,
but not required

Single page
rating
form/Public
Record form is
required

Who Must Be Evaluated?

- Any University Staff or Faculty who worked in 2024 and/or is eligible for merit pay* in July 2025 must be evaluated
- Includes faculty and staff who started on/before 2/1/25. Please use placeholder rating of 3/5
- *see Letter of Offer to confirm

Classified Staff Cycle

- August 1 – July 31
- Plan, Coaching Session, and Evaluation are separately required
- Evaluations due September 1 each year
- Performance Plans due October 1, or within 30 days of initial hire or transfer
- Coaching Mid-Year (at least one documented coaching/progress review is required)

Subsequent Process for “Below Expectations” Evaluations

Classified staff

If overall rating is “Not Meeting Expectations”, mandatory corrective action and possible disciplinary action

University Staff

PIP or LOE recommended

Faculty

Tenured and tenure-track faculty members who receive an annual performance rating of “below expectations” or “fails to meet expectations” as the result of their annual performance evaluation must participate in developing and implementing a Performance Improvement Agreement (PIA)

Issue Resolution – University Staff and Faculty

REBUTTAL

- A University staff or faculty who has received an evaluation rating, Performance Improvement Plan, or Letter of Expectation may write a rebuttal to that action
- A rebuttal is a document that the employee authors, which gets attached to the respective document

APPEAL

- Faculty may appeal performance rating through established grievance procedures in their college/school
- SOM - A faculty member who disagrees with their assigned performance rating and wishes to appeal shall notify, in writing, the department chair and the Dean of the School of Medicine.
- The faculty member must notify the department chair and the Dean within 5 business days after receiving notice of the performance rating assigned by the department chair or the chair's designee.

*** Note: Employees do NOT need to sign evaluations or any formal letters. Supervisors should not insist on obtaining signatures from employees, they are entirely optional.

What to Expect

- ERP will be sending out spreadsheets to HRBPs mid-February on which to capture your staff and faculty 2024 ratings
- Completed spreadsheets will be due back to PerformanceManagement@cuanschutz.edu by March 17, 2025
- Single-page rating forms (public rating forms) may be emailed to PerformanceManagement@cuanschutz.edu (those evaluated via PRiSM excluded)

Step 1 Optimization Process

Florie Montoya, Assistant Vice Chancellor, TA, Classification, Compensation, HCM
Lindsey Fouquette, Director of Talent Acquisition and Classification

Human Resources



Step 1 & 2 Optimization

FLORIE MONTOYA – AVC OF TA, CLASSIFICATION, COMPENSATION & HCM

LINDSY FOUQUETTE – DIRECTOR OF TA & CLASSIFICATION

Overview: Step 1 & 2



Current process has been in place since 2021



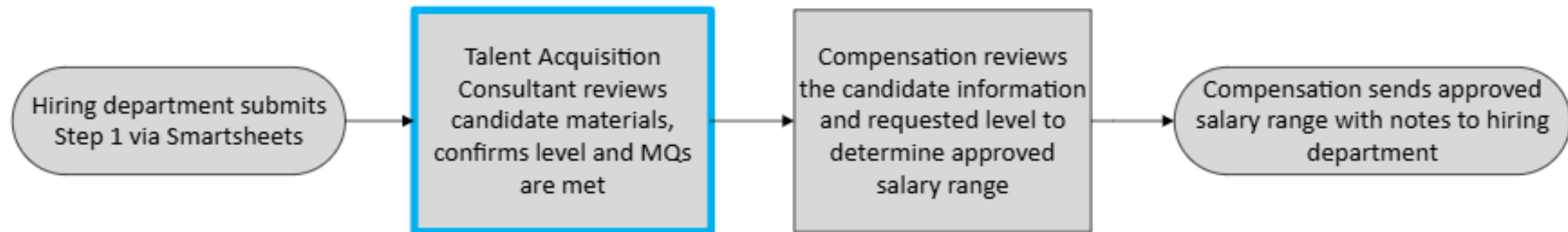
New optimized Step 1 & 2 processes



Anticipated to rollout in late February

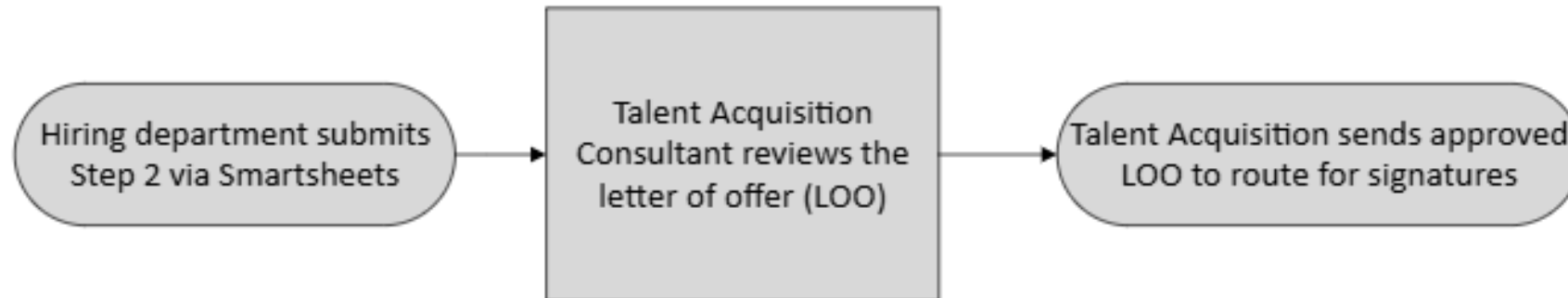
What is Changing for Step 1?

- Step 1 transactions will route to Talent Acquisition for review to ensure the individual meets the minimum qualifications, then it will route to Compensation for review
- HR Business Partners will be able to see where their Step 1 is through Dynamic View
- Open rank searches – department determines the level they want to fill at and submits Step 1



What is Changing for Step 2?

- Step 2 will no longer require the Step 1 code to be confirmed
- We also removed some of the fields that are no longer needed
- Same process:



Demo Step 1 & 2





Questions?

*Integrity • Collaboration • Innovation • Customer Focus
Accountability • Inclusion*

 Human Resources
UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS

HR COMMUNITY – STEP 1 & 2

Time & Labor Project Update

Justin Loiselle, HCM Program Director

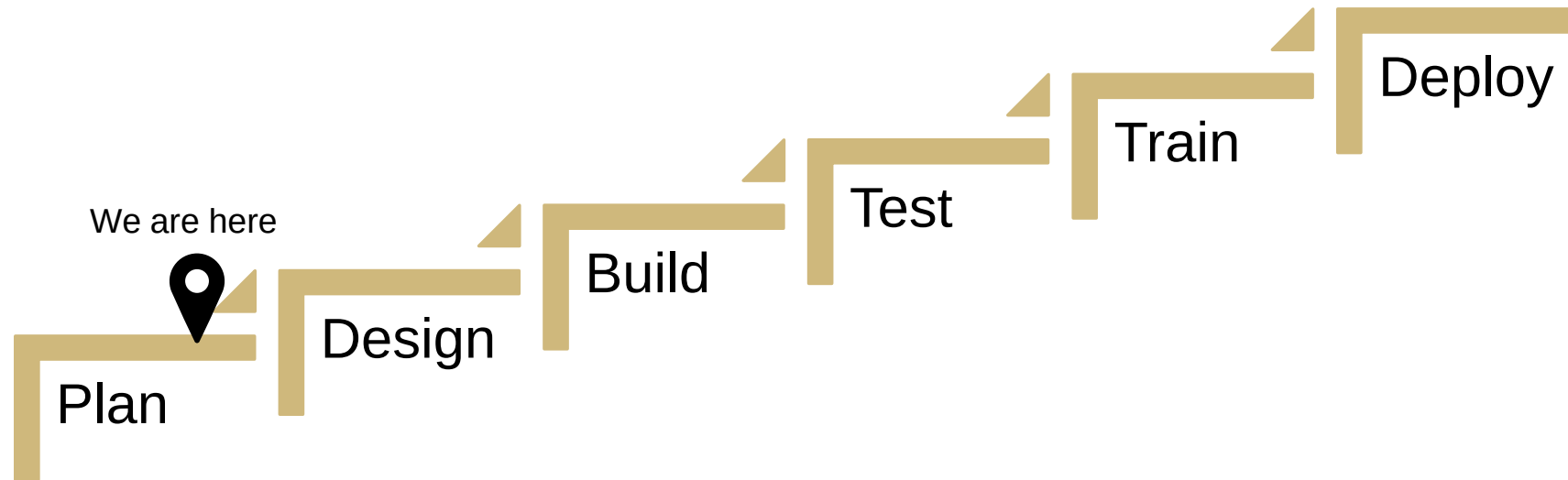
Human Resources



Time & Labor

PROJECT UPDATE

Project Timeline



Time & Labor Project Update

Planning Phase (now – Feb 2025)

- In-Progress - Consolidating cross-campus requirements
- In-Progress - Key decisions on timekeeping processes and third-party systems
- Conducting a fit-gap analysis
- Finalizing the project's scope



Requirements Update

- 279 requirements
- Complete - 1st pass requirements
- In-progress- 2nd pass requirements
- 90% of requirements complete

Thank You for Joining Us

Next HR Community Meeting

April 1, 2025
10:00 to 11:30 am