

### **It's Time to Evaluate Employee Performance**

Supervisors of administrative and professional faculty members formally evaluate employee performance between June 1 and August 31 each year. This evaluation is the culmination of regular feedback and employee coaching, as stated in JMU Policy 1307 Performance Evaluation of Administrative and Professional Faculty. Learn more about the process and access appropriate forms by visiting <http://www.jmu.edu/humanresources/hrsc/ap.shtml>. This June and July, the HR Service Center is offering "Performance Evaluation for Supervisors of AP Faculty" trainings. Supervisors may sign up for one of these sessions through J-Ess.

Supervisors of non-probationary, classified employees formally evaluate employee performance between July 1 and September 30 each year. JMU Policy 1305 Performance Evaluation for Classified Staff is designed to foster communication between supervisors and classified employees to include a clear statement of performance expectations and a workable performance plan. Learn more about this process and access appropriate forms by visiting <http://www.jmu.edu/humanresources/hrsc/performance.shtml>. The HR Service Center is also offering "Performance Evaluation for Supervisors of Classified Employees" trainings during June and July. Supervisors may sign up for one of these sessions through J-Ess.

### **Reminder about Nepotism and Employment of Family Members**

With all of the opportunities for part-time, summer employment at JMU, this is a great time to review Policy 1301, Nepotism and Employment of Family Members. JMU prohibits an individual from being employed in any position in which he/she will function as the immediate supervisor or reviewer of a member of his/her family. In addition, an individual may not be employed in any position in which he/she will function as the immediate subordinate or in a subordinate-reviewer relationship with a member of his/her family.

When there is not a supervisor-subordinate relationship between the immediate supervisor and subordinate (including the reviewer and subordinate relationship), employment of a family member may be allowed with the appropriate approval. When an applicant has a family member already employed by the university in the same college or assistant or associate vice president's area, the applicant may only be offered a position with the explicit prior written approval from the appropriate division head, associate or assistant vice president, or dean. If the relative is related to the AVP or dean, the approval must come from the division head. The Nepotism Review Form can be found on HR's Forms web page at <http://www.jmu.edu/humanresources/forms.shtml>.

An applicant who identifies a family member currently employed by the university in another division, college or assistant or associate vice president's area, may be extended an offer without prior written approval.

### **Question of the Month**

Dr. Polar has two employees who have had difficulty working together since one was assigned to lead a project for the department. Both employees offer unique skills that will be necessary to make the project a success. However, other employees working on the project have complained about the constant arguing during meetings and no progress is being made. When Dr. Polar asks the two employees about their inability to work together, they can agree on one thing -- the other person is at fault. What should Dr. Polar do?

- A. Explain that there is no "I" in "team" and they just need to get along.
- B. Remove one, or both, of them from the project team.
- C. Recommend that they both participate in mediation.
- D. Ignore the situation.

**Answer:** C. Dr. Polar should refer them to mediation. Policy #1404 makes available mediation services for JMU employees regardless of employee type. Mediation is a low key conflict resolution tool that is facilitated by a mediator from the JMU mediator pool. Mediators are nominated and trained from each division and represent administrative & professional faculty, instructional faculty and classified employees. Contact Melinda Hardwick for information about mediation at [hardwimm@jmu.edu](mailto:hardwimm@jmu.edu) or 83968.

### **Upcoming Training Sessions**

Please take advantage of free staff/faculty training sessions available through the Training & Development Department. Please visit [www.jmu.edu/training/development](http://www.jmu.edu/training/development) for session descriptions and registration. If your department would like customized sessions, please contact Suzanne Vance in the Training & Development Department at 84101.