

04-21. Performance Management Policy

Internal Policies and Procedures of the Utah State Board of Education	
Policy	04-21
Subject	Performance Management
Date	August 1, 2026
Policy Owner	Director of Human Resources
Policy Officer	Deputy Superintendent of Operations
References	DHRM Administrative Rule R477-10-1, Performance Evaluation

I. Purpose and Scope

1. This policy establishes the requirements of performance management and the criteria for the Utah State Board of Education (USBE) to award pay for performance. USBE values its employees and looks to recognize and enhance performance management practices and incentives.
2. The agency adopts this policy in compliance with section 63A-17-112 of the Utah Code and rule R477-10-1 of the Utah Administrative Code. This policy and the requirements herein constitute the agency's performance management requirements and the system through which the agency may enhance employees' pay for exceeding performance standards, expectations, and goals.
3. No provision of this policy shall be construed as a contract, a promise, or an employment agreement. The Superintendent can make exceptions to this policy as allowed by applicable law, rules and contingent upon available funding resources.

II. Definitions

1. Annual Performance Plan: The approved goals set by each employee in coordination with their supervisor in the performance management system at the beginning of the Review Period.
2. Pay for Performance: The incentive award or salary increase, appropriated by the Legislature and approved by the Superintendent, that may be awarded to employees achieving a performance rating of Highly Successful Performance or Exceptional Performance.
3. Performance Goals: USBE will require each employee to have three goals.
 - a. Job Standard Goal – This will be a standard goal that ties directly to the job description and standard job expectations. (i.e. The employee will successfully and timely execute all core duties associated with their role, including but not limited to... The employee will comply with all USBE policies, work standards, standard operating procedures, instructions/direction from the job description, etc.)

- b. Strategic Plan Goal – This will be a goal that links to one of the 13 USBE Strategic Objectives supporting the Strategic Plan.
 - c. Behavior or Competency Goal – This will be a goal that relates to a competency development related to the employee’s function within the agency.
- 4. Performance Rating: USBE will use a 5-point rating scale to assign performance ratings to each eligible employee. The rating scale is defined as follows:
 - a. Exceptional Performance
 - b. Highly Successful Performance
 - c. Successful Performance
 - d. Marginally Successful Performance
 - e. Unsuccessful Performance
- 5. Review Period: The review period for USBE will be June 1 through May 31 each year. This assessment period will allow for the annual review period to close and potential performance payments to be allocated before the end of the fiscal year.

III. Policy

1. General Provisions

- a. USBE will implement a performance management system that includes establishing an annual performance plan for each employee, including full-time and part-time staff, at the beginning of each review period, monitoring progress throughout the review period, assessing outcomes at the end of the review period, assigning performance ratings to each evaluated employee, and based upon budget, administer pay for performance based on the employee’s performance rating.
- b. The plan will be monitored and reviewed at least once quarterly throughout the review period.

2. Responsibilities of Employees, Supervisors, and Managers

- a. Employees are responsible for:
 - 1. Meeting with their supervisor to set performance goals and discussing standards and behavior expectations.
 - 2. Creating annual goals in the performance management system.
 - 3. Working to meet the standards, expectations, and goals contained in their performance plan.
 - 4. Participating in quarterly evaluations and annual evaluation meetings with their supervisor.
- b. Supervisors are responsible for:
 - 1. Meeting with each direct report at the beginning of each evaluation period and work with the employee to set goals and communicate performance standards and behavior expectations.
 - 2. Approving annual goals in the performance management system.

3. Monitoring each direct report's performance throughout the review period.
4. Providing each employee with regular verbal and written feedback on their standards, expectations, and goals outlined in the annual performance plan.
5. Assigning a performance rating to each employee at the end of the evaluation period.

IV. History

This policy supersedes any previous department procedures for Employee Performance Management as of July 1, 2026.