

Staff Performance Leave Policy

COE/UPPS No. 04.04.30

Effective Date: 11/2023

Next Review Date:
11/01/2025 (E2y)

Provost Approval Date:
11/8/2023

Senior Reviewer: Dean,
College of Education

POLICY STATEMENT

Texas State University is committed to supporting its employees in a way which promotes and sustains positive, productive, and safe working environments. The university ensures that full use is made of individual, sick, and other leave entitlements to support a positive work-life balance.

01. BACKGROUND INFORMATION

01.01 In accordance with Texas State University policy, departments must establish criteria for giving the staff performance leave award and outline the criteria in departmental policy.

01.02 The College of Education has established criteria for the award that are applicable to all departments, offices, and other administrative units within the college. The college policy replaces the need for individual departments to establish separate policies.

02. RELATED POLICY

02.01 See UPPS No. 04.04.30, University Leave Policy, for more information.

03. PROCEDURES

03.01 An academic department chair or administrative unit head within the College of Education may grant leave with pay for up to 32 hours per fiscal year to reward staff in their reporting lines for outstanding performance. Examples of administrative units in the College of Education include the Office of Educator Preparation, the Undergraduate Academic Advising Center, the College of Education Research Office, LBJ Institute for STEM Education and Research, Bobcat RISE, TRIO, and the Dean's Office. The Department Chair, Office Director, or Dean may grant an Outstanding Performance Award to a full-time staff member who demonstrates exceptional performance that meets any of the following criteria:

- Works above and beyond regular duties on assignments for an extended but temporary period.
- Leads or significantly contributes to a University, Divisional, College, or Departmental strategic initiative outcome.
- Achieves University performance review eligibility for a merit increase and no merit pay funds are available for rewarding employee performance (a zero-merit pool year).
- Significantly exceeds expectations for merit during the University performance review cycle.
- Develops a new idea or process improvement that substantially increases efficiency or enhances the quality of services.

03.02 Outstanding Performance Awards may be awarded for a minimum of 8 hours at a time and a maximum of 32 hours in the fiscal year.

03.03 The Chair, Director, or Dean who assigns the Outstanding Performance award will prepare a file memo that identifies which of the above criteria apply and clearly documents the evidence of outstanding performance that exceeds usual expectations for high-quality work.

03.04 The Chair, Director, or Dean will maintain a log of the performance/behavior being rewarded and the number of hours of leave awarded. The departmental time administrator will log performance awards approved by the Chair, Director, or Dean and ensure that employees do not claim paid leave more than the performance awards granted per fiscal year. The Supervisor must approve the use of leave prior to usage.

03.05 Grant funded employees may be assigned an Outstanding Performance Award in accord with the guidelines above at the discretion of the Principal Investigator and only if allowable by the funder.