

# Staff Personnel Manual (SPP)

## SPP 309–01: Classified Staff Performance Evaluation

Effective: 5/1/1984

Revised: 12/23/2024

### Purpose

To define the policy, accountability, scope, frequency, documentation, and appeal process for classified employee performance.

### Sources

*Arizona Board of Regents Policy Manual - 6–404*

University policy

### Applicability

Regular classified employees. **Note:** This policy does not apply to [university staff](#).

### Policy

ASU seeks to promote a culture where staff contributions are recognized and rewarded, staff development goals are articulated and supported, and effective supervisory coaching leads to a high performing workplace. ASU believes that such a workplace encourages employee engagement, improves service to students and faculty, and greatly aids in the recruitment and retention of the most talented employees.

### Accountability and Scope

All ASU classified staff are expected to be familiar with performance management tools. Supervisors are accountable for understanding and implementing the university's continuous performance management program, which includes accurate and timely feedback to their direct reports.

### Cross-Reference

For more information on resolving discrimination complaints, see the *Academic Affairs Policies and Procedures Manual*—[ACD 401](#), "Prohibition Against Discrimination, Harassment, and Retaliation."