

-----Original Message-----

From: deans, directors and department heads

[mailto:DDDH-L@LISTSERV.UIUC.EDU] On Behalf Of Cole, Elyne G.

Sent: Wednesday, February 20, 2008 4:33 PM

To: DDDH-L@LISTSERV.UIUC.EDU

Subject: [DDDH-L] Performance Partnership Program for AFSCME 3700 and Open Range

TO: Deans, Directors, Department Heads

FROM: Elyne Cole
Associate Provost for Human Resources

DATE: February 20, 2008

RE: Performance Partnership Program for AFSCME 3700 and Open Range Employees

Staff Human Resources (SHR) is pleased to announce the implementation of a contemporary performance management system, the Performance Partnership Program (PPP), for employees who are members of AFSCME 3700 and Open Range Civil Service employees. This program has been implemented in the past for other employee groups with great success and SHR expects the same success with AFSCME 3700 and Open Range Civil Service employees.

As part of the Performance Partnership Program, covered employees will receive via campus mail an "Employee Information Bulletin" which will include an explanation of the Performance Partnership Program and an invitation to a Town Hall Meeting. Town Hall Meetings are informational sessions in which employees will learn more about the Performance Partnership Program. They also will have an opportunity to ask questions about the program. Attendance at the Town Hall Meetings is voluntary for covered employees. The Town Hall Meetings are considered an "approved event," which means that employees may be released from work to attend without loss of pay, departmental operations permitting and with appropriate supervisory approval. Departments should make every effort to allow interested employees to attend.

The Town Hall Meetings require advance registration. The registration website for the Town Hall Meetings is: <http://t4bpppth.theregistrationsystem.com>

The Town Hall Meeting dates and times are:

| | | | |
|----------------|-------------------|--------------------|----------------------|
| March 4, 2008 | 10:30 a.m. - Noon | Beckman Auditorium | SW Corner of Beckman |
| March 4, 2008 | 1:00 - 2:30 p.m. | Beckman Auditorium | SW Corner of Beckman |
| March 10, 2008 | 10:30 a.m. - Noon | Beckman Auditorium | SW Corner of Beckman |
| March 10, 2008 | 1:00- 2:30 p.m. | Beckman Auditorium | SW Corner of Beckman |
| March 18, 2008 | 10:30 a.m. - Noon | Beckman Auditorium | SW Corner of Beckman |

For supervisors who manage employees represented by AFSCME 3700 and/or Open Range Civil Service employees, SHR will provide training regarding how the Performance Partnership Program will be administered and the tools that will be used. This training will be mandatory for supervisors of covered employees.

The Supervisor Training Sessions require advance registration. The registration website for the Supervisor Training Sessions is: <http://t4bPPP.theregistrationsystem.com>

The Supervisor Training dates and times are:

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|----------------|------------------|--------------|
| March 6, 2008 | 9:00 a.m. – Noon | 5602 Beckman |
| March 6, 2008 | 1:30 – 4:30 p.m. | 5602 Beckman |
| March 11, 2008 | 9:00 a.m. – Noon | 5602 Beckman |
| March 11, 2008 | 1:30 – 4:30 p.m. | 5602 Beckman |
| March 13, 2008 | 9:00 a.m. – Noon | 1005 Beckman |
| March 13, 2008 | 1:30 – 4:30 p.m. | 1005 Beckman |
| March 14, 2008 | 9:00 a.m. – Noon | 1005 Beckman |
| March 14, 2008 | 1:30 – 4:30 p.m. | 1005 Beckman |
| March 20, 2008 | 9:00 a.m. – Noon | 1005 Beckman |
| March 20, 2008 | 1:30 – 4:30 p.m. | 1005 Beckman |
| March 24, 2008 | 9:00 a.m. – Noon | 5602 Beckman |

SHR needs your assistance in identifying those in your unit who supervise, directly or otherwise, employees represented by AFSCME 3700 and/or Open Range Civil Service employees. In addition, we need your assistance identifying all HR contacts responsible for performance management including discipline and performance evaluations for the employees who will be covered. All of these members of your department's staff will need to be involved in the Performance Partnership Program implementation and training. Please respond back to Angela Reggans at reggans@uillinois.edu with your list of names of supervisors and HR contacts by Wednesday, February 27, 2008, 5:00 p.m.