



Utah Department *of*
**HUMAN
RESOURCE**
Management

Career Service Public Employee
Performance Accountability

Manager's Formal Performance Management Tools

- Annual performance plans and evaluations for employees
- For positive performance feedback
 - Incentive Awards
 - At management discretion to reward top performance; based on budget
 - Individual cash awards limited to \$4000 per pay period, \$8000 per fiscal year; based on budget
 - Administrative leave may be granted up to a maximum of 40 hours per year
 - Administrative Salary Increases (ASI)
 - Can be used to reward top performance; at management discretion; based on budget
 - Increase in current actual wage
- For performance improvement feedback
 - Performance Improvement Plans (PIP)
 - Done in consultation with DHRM
 - Varies in length based on circumstances; manager can do 45-day extension
 - May be grieved up to executive director/commissioner of agency
 - Written Warning
 - Formal Discipline



Career Service Employee Formal Discipline

- Discipline:
 - Must be done in consultation with DHRM
 - May be done progressively or jump to appropriate level based on facts of situation
 - Employee must be given process required by law before discipline is imposed
 - Employee receives *Intent to Discipline* notice
 - Employee given 5 days to reply
 - Agency head or designee may hold hearing to review discipline intent and employee's reply
 - Agency head (for demotion/dismissal) or designee provides final decision & may issue notice imposing discipline
 - All discipline actions may be grieved to Executive Director/Commissioner of agency
 - Suspension, Demotion, and Dismissal actions may be grieved to Career Service Review Office (CSRO); agency/employee can appeal CSRO decision to Utah Court of Appeals
- Formal disciplinary actions:
 - Written reprimand
 - Suspension
 - Up to 30 days per incident
 - Demotion
 - Results in reduction in employee's current wage as determined by executive director/commissioner
 - Dismissal



Career Service Review Office Timeline

Action	Party	Typical Timeframe
Discipline Imposed (Suspension/Demotion/Dismissal)	Management	
Appeal Due	Former Employee (Grievant)	Within 30 working days per 67-19a, (10 days if appealing suspension)
Jurisdictional Decision	CSRO Administrator	Variable, usually less than one week
Pre-hearing activities	Agency Management, Grievant, CSRO Administrator or Hearing Officer	Variable, usually ~90 days
Hearing	All Parties	Must occur within 150 days of appeal absent extraordinary circumstances
Final decision from hearing officer	CSRO Hearing Officer	Variable, but usually around 30 days



Appendix

- DHRM Rules
 - [Incentive Awards - DHRM Rule 477-6-7](#)
 - [Written Warnings and PIPs - DHRM Rule 477-10](#)
 - [Demotions and Dismissals - DHRM Rule 477-11-2](#)
- Utah State Code
 - [Demotions and Dismissals - Utah Code § 67-19-18\(5\)](#)
 - [Grievance Procedures - Utah Code § 67-19a](#)





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