

Employee Work Profile

Work Description/Performance Plan

| | | | |
|---|-------------------------------------|---|-------|
| Position Number: | | Department/Division: | |
| Role Title & Code: | | Working Title: | |
| Pay Band: | | Position supervises two or more FTEs: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Supervisor's Position #: | Supervisor's Role or Faculty Title: | | Date: |
| Organizational Objective: | | | |
| Purpose of Position: | | | |
| Knowledge, Skills, and Abilities (KSAs) and/or Competencies required to successfully perform the work: | | | |
| Education, Experience, Licensure, Certification required for entry into position: | | | |
| Please check "Yes" or "No" to show if this position is Sensitive or Resource Critical. | | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Sensitive Position <small>(Positions that have direct contact with research animals, are responsible for direct patient care, and are responsible for safety, such as police and security staff)</small> | | <input type="checkbox"/> Yes <input type="checkbox"/> No Resource Critical <small>(Positions that have access to or control over confidential information related to employees, students, or patients, and have access to or control over significant institutional assets)</small> | |

FOR HR USE ONLY

| | | | |
|---|--|---|---|
| FLSA SALARY TEST | | FLSA JOB DUTIES EXEMPTION TEST USED: | |
| <input type="checkbox"/> EMPLOYEE DOES NOT MAKE \$23,660 OR MORE (Non-Exempt) | | <input type="checkbox"/> EXECUTIVE <input type="checkbox"/> ADMINISTRATIVE | <input type="checkbox"/> PROFESSIONAL <input type="checkbox"/> COMPUTER <input type="checkbox"/> COMBINATION (CHECK TESTS USED) |
| FLSA STATUS (as determined by Human Resources): | | HR GENERALIST | DATE |
| <input type="checkbox"/> NON-EXEMPT <input type="checkbox"/> EXEMPT | | | |

| % Time Spent *E or M | Core Responsibilities | Measures |
|---|---|--|
| ____% <input checked="" type="checkbox"/> E or <input type="checkbox"/> M | 1. Performance Management (only for employees who supervise others) | <ul style="list-style-type: none"> • Expectations are clear, well communicated, and relate to the goals and objectives of the department or unit. • Staff receive frequent, constructive feedback. • Staff have the necessary knowledge, skills, and abilities to accomplish goals. • The requirements of the performance management system are met and evaluations are completed by established deadlines with proper documentation. • Performance issues are addressed and documented as they occur. • Safety issues are reviewed and communicated to ensure a safe and healthy workplace. |
| ____% <input type="checkbox"/> E or <input type="checkbox"/> M | 2. | |
| ____% <input type="checkbox"/> E or <input type="checkbox"/> M | 3. | |
| ____% <input type="checkbox"/> E or <input type="checkbox"/> M | 4. | |
| ____% <input type="checkbox"/> E or <input type="checkbox"/> M | 5. | |
| ____% <input type="checkbox"/> E or <input type="checkbox"/> M | 6. | |
| 100% | | |
| | Special Assignments | Measures |
| 1. <input type="checkbox"/> E or <input type="checkbox"/> M | | |
| 2. <input type="checkbox"/> E or <input type="checkbox"/> M | | |

* Essential or Marginal job functions

| Objectives and/or Competencies | Measures |
|--|--|
| <p>1. Customer Service</p> <p>*If employee works onsite at the VCU Health System, the use of a separate Customer Service evaluation tool is encouraged.</p> <p><input checked="" type="checkbox"/> E or <input type="checkbox"/> M</p> | <ul style="list-style-type: none"> • Listen to and anticipate customer needs, provide clear explanations; respond quickly; take initiative to assist internal and external customers. • Communicate respectfully to internal and external customers; appreciate diversity and respect differences. • Observe confidentiality. • Use all office resources, including the telephone, office equipment, electronic communications, and the Internet, in a responsible manner and according to University policies and guidelines. |
| <p>2.</p> <p><input type="checkbox"/> E or <input type="checkbox"/> M</p> | |
| <p>3.</p> <p><input type="checkbox"/> E or <input type="checkbox"/> M</p> | |
| <p>4.</p> <p><input type="checkbox"/> E or <input type="checkbox"/> M</p> | |
| <p>5.</p> <p><input type="checkbox"/> E or <input type="checkbox"/> M</p> | |

Position's Physical/Cognitive Requirements: Indicate by each element an E = Essential, M = Marginal, or N/A

Physical Demands and Activities:

- Light lifting (<20 lbs.)
- Moderate lifting (20-50 lbs.)
- Heavy lifting (>50 lbs.)
- Pushing/pulling
- Standing
- Sitting
- Repetitive motion
- Walking
- Climbing
- Reaching
- Bending

Environmental Conditions:

- Extreme heat/cold
- Extreme noise
- Vibrations
- Fumes
- Mists/gases

Emotional Demands:

- Fast pace
- Multiple stimuli
- Intense customer interaction
- Average pace
- Frequent change

Mental/Sensory Demands:

- Memory
- Reading
- Verbal communication
- Written communication
- Reasoning
- Analyzing
- Hearing
- Logic

Other: _____

ADDENDUM – Please attach an ORGANIZATIONAL CHART

| | |
|-----------------------|-----------------------------|
| Employee Name: | Department/Division: |
|-----------------------|-----------------------------|

Employee Development Plan
Learning Goals:

Learning Steps/Resource Needs:

Confidentiality and Compliance Statement

I acknowledge and understand that I may have access to confidential information regarding employees, students, patients, or the public, or to proprietary or other confidential business information belonging to Virginia Commonwealth University (VCU). In addition, I acknowledge and understand that I am required to reasonably comply with all applicable federal, state, and University policies, procedures and regulations, including those related to recording leave and use of University funds or resources.

Therefore, except as required by law and excluding information that can be released under federal, state, or University regulations, I agree that I will not:

- Access data that is unrelated to my job duties at VCU;
- Disclose to any other person who does not have a business “need to know,” or allow any other person access to, any information related to VCU that is proprietary or confidential. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, “loaning” computer access codes, and/or any other transmission or sharing of data.

Furthermore, I agree to:

- Comply with or seek official exceptions to applicable policies and procedures.

I understand that VCU and its employees, students, patients, or others may suffer irreparable harm by disclosure of confidential or proprietary information and that VCU may seek legal remedies available to it should such disclosure occur. I understand that failure to comply with applicable policies, procedures, and regulations may result in a loss of resources and that VCU may seek legal remedies available to it should such losses occur. Further, I understand that violations of this agreement may result in disciplinary action, up to and including, termination of my employment.

I also agree to the following conditions required by the federal Fair Labor Standards Act (FLSA). (To determine your FLSA status, see your supervisor.)

- If I am in a **Non-Exempt** employment status according to the FLSA, I will not work overtime (for example, beyond 40 hours in a workweek, after typical work hours, or through lunch periods) unless I receive specific instruction/permission from my supervisor.
- If I am in an **Exempt** employment status according to the FLSA, I understand that I may occasionally need to work overtime without receiving additional pay or accruing compensatory time.

Employee Signature _____
Date

Review of Work Description/Performance Plan

Supervisor’s Signature: _____ Date: _____

Reviewer’s Signature: _____ Date: _____

Employee Comments:

Employee’s Signature: _____ Date: _____