

ARTICLE 29 – PERFORMANCE EVALUATIONS

- 29.1 Overview. Employee work performance will be evaluated during probationary and trial service periods and annually thereafter. Performance evaluations will fairly and accurately reflect actual job performance. Immediate supervisors will meet with employees at the start of their review period to discuss performance expectations. Employees will receive written copies of their performance expectations as well as written notification of any modifications made during the review period.
- 29.2 Probationary Period Progress Evaluation. Probationary employees shall receive an informal performance evaluation to discuss the employee's progress in the job during the probationary period.
- 29.3 Evaluation Form. As part of the performance evaluation process, employees will be provided with a written performance evaluation on a standard form selected by the University, which will include a signature line for the employee to acknowledge receipt of the evaluation and a space to record the employee's comments regarding the evaluation. The completed performance evaluation form, including the employee's comments, will be maintained in the employee's personnel file. A copy of the evaluation will be given to the employee.
- 29.4 Performance Evaluations. The evaluation is intended to convey the supervisor's opinion of the employee's performance in relation to the job standards and expectations for the employee's position, including Quality of Work, Quantity of Work, Job Knowledge, Working Relationships, and Work Related Optional Factor(s). Such factors may include but are not limited to: initiative, follow-through, effectiveness, professionalism, attitude and judgment. Performance evaluations are not subject to the grievance procedure in Article 32, except to the extent that the Employee believes there are irregularities in the use of the approved performance evaluation form and/or procedures described in this Article.
- 29.5 Unsatisfactory Level of Performance. All performance evaluations reflecting an unsatisfactory level of performance in one or more categories shall state specific reasons for the unsatisfactory evaluation, and action necessary by the employee to improve the unsatisfactory performance, including any recommended training. The employee's performance in the unsatisfactory category shall be periodically reviewed in a meeting with the employee and the immediate and/or other reporting line supervisor and a summary of the discussion will be maintained in the supervisor's working file until the subsequent regular evaluation has been completed.
- 29.6 Performance Issues. Performance issues should be brought to the attention of the employee in a timely manner in order to give the employee the opportunity to address the concern with the supervisor.