

## SECTION 800.14

### Performance Evaluation

A system of performance evaluation has been established for all classified employees of the University and used in determining those employees who are qualified for promotion, transfer, demotion, or retention.

The following elements are among those used in the evaluation procedure: adjustment, capability, productivity, efficiency, potential for future development, punctuality and attendance. The supervisor or department head shall not be limited to the foregoing as sole criteria for evaluation.

The following describes the nature of performance evaluations currently in use by the University:

- 1. Annual Evaluation** An annual performance evaluation is required on every regular employee of the University. The annual evaluation period runs from March 1 of the previous year to March 1 of the current year. The Director of Human Resources will provide the required forms in ample time for the review to be completed and returned for placement in the employee's personnel file by March 31. Employees having been evaluated during the preceding 30 days are not required to have the annual evaluation completed.
- 2. Special Evaluation** A special performance evaluation may be prepared for employees whose overall performance has been determined as unsatisfactory, or who have had specified deficiencies noted in their performance evaluation. Special evaluations should be cleared through the Department Human Resources in advance. The employee should be advised in writing that such evaluation is to be accomplished, the reason for

such, the period of time involved, and the potential repercussions should adequate job progress not be made.

- 3. Transfer Evaluation** When an employee transfers to another supervisor, it is not necessary to complete a performance evaluation if the employee has been reviewed within a 90-day period prior to the transfer.
- 4. Provisional Status Evaluation** Provisional employees must be evaluated at least ten days prior to the completion of their provisional period of employment, or prior to date of termination, whichever occurs first. The provisional status evaluation is the source document in making the determination to grant regular status or to terminate a provisional employee.
- 5. Senior Administrator Evaluation** Senior administrative officers of the University, those reporting directly to the President, are to be evaluated at least once every five years by their next level subordinates. This evaluation is meant to provide an open line of communication within an operating area in an effort to enhance area performance and to identify means to better meet or exceed organization expectations.