

SETC EMPLOYEE

It is the appropriate administrator's or designated evaluator's responsibility to properly evaluate employees. If, before starting the evaluation process, there are any questions, please contact the Human Resources Director. If an evaluation is going to be negative, please first contact the Human Resources Director. A performance evaluation is considered a draft evaluation until it contains the signature of the appropriate administrator.

Article 12 of the SETC Collective Bargaining Agreement outlines the process for employee performance evaluation.

12.1 Employees shall be subject to periodic performance evaluations. Employee performance evaluations are for the purpose of evaluating individual employee performance and for providing guidance for performance development and improvements.

12.2 Evaluations should be a review of the employee's performance, written by a non-bargaining unit evaluator, and based upon job-related criteria including input from the employee and the employee's bargaining unit Supervisor where appropriate.

12.3 Performance evaluations shall be in writing and shall be placed in the employee's personnel file. The employee shall be provided with a copy of the official performance evaluation which is to be placed in his/her personnel file prior to such placement.

12.4 A permanent employee shall be evaluated annually.

12.5 A probationary employee shall be evaluated periodically but not to exceed four (4) times during his/her probationary period.

12.6 A temporary employee shall be evaluated at least once every appointment period, but not less than once per year.

12.7 Evaluations shall be signed by the evaluator and the employee.

12.8 The employee shall be given the opportunity to discuss the evaluation in a meeting with the appropriate administrator. Such a meeting shall take place at a mutually acceptable time and location.

12.9 If an employee disagrees with the written performance evaluation, the employee may submit a rebuttal statement which shall be attached to the written performance evaluation and placed in the personnel file. The employee may also request a second meeting with a union representative present to further discuss the evaluation. Such a meeting shall take place at a mutually acceptable time and location.

12.10 The term "evaluator" as used in this Article refers to the non-bargaining unit person designated by the appropriate administrator to conduct the performance evaluation of an employee.

12.11 The content of performance evaluations shall not be subject to the provisions of Article 9, Grievance Procedure.

INSTRUCTIONS FOR USE OF THE PERFORMANCE EVALUATION

1. Due dates must be observed.
2. Performance evaluations provide a written record for employees of a "job well done."
3. Evaluations are also an important document in any disciplinary action. Before taking any action, you must consult with the Human Resources Director. Disciplinary action requires evidence of preceding warning and reports bearing the signature of evaluator and employee, or otherwise certified. Unscheduled reports may be filed at any time for any employee.
4. If space for comments is inadequate, similarly dated and signed attachments may be made (either typewritten or in ink.)

SECTION A: Check one column for each factor. If additional explanation is warranted use section B or C as appropriate. Additional spaces have been provided to write any additional factors. Any unsatisfactory check mark requires specific explanation in SECTION C.

SECTION F: Please verify that the position description on file in Human Resources is still accurate.

SECTION G: You must complete this section.

If you have questions regarding this form or the evaluation process, please contact Human Resources, ext 3626.