

UAPD 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 13 of the UAPD Collective Bargaining Agreement outlines the process for employee performance evaluation.

Temporary and Probationary

13.1 Temporary and probationary employees in Bargaining Unit 1 shall be subject to periodic performance evaluations as determined by the President. The frequency of probationary employee evaluations shall be sufficient to make timely recommendation to the President prior to the end of the employee's probationary period.

13.2 A written record of the periodic performance evaluation shall be placed in the employee's personnel file. The employee shall be provided with a copy of the written record of the performance evaluation.

Permanent Employees

13.3 Permanent employees in Bargaining Unit 1 shall be subject to periodic performance evaluations as determined by the President.

13.4 A written record of the periodic performance evaluation shall be placed in the employee's personnel file. The employee shall be provided with a copy of the written record of the performance evaluation.

Evaluation of Physicians

13.5 When evaluation entails judgment regarding a physician's performance of assigned medical duties, such judgment shall be made by supervisory and managerial personnel who are licensed physicians.

General Provisions

13.6 Evaluations should be a review of the employee's work performance and should be based upon criteria which is objective in nature.

13.7 If an employee disagrees with the record of a performance evaluation which has been placed in his/her personnel file, the employee may submit a rebuttal statement which shall be attached to the record of the performance evaluation.

13.8 The content of performance evaluations shall not be subject to the provisions of Article 8, 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.