

Procedure No. 618.1

Area: **Human Resources**

*Original signature is on file in
Administration & Finance*

Adopted:

Certified by _____

Dr. Cynthia Jackson-Hammond
University President

Revisions Adopted: June 9, 2016

SUBJECT: Performance Appraisals for Non-Bargaining Administrative-Professional Staff

A. Performance appraisals will be conducted for all staff members of non-bargaining units by his or her direct supervisor.

1. In subsequent years, the annual review period will be of a twelve (12)-month duration (September 1 – August 31).
2. In September of each year, Human Resources will provide each division head with a listing of that division's non-bargaining unit employees who are eligible for merit pay. In addition, the Budget office will notify division heads of the funds available for their respective merit pay allocation.
3. Performance appraisals will be completed on the official Performance Appraisal Form provided by Human Resources.
4. Division Heads will review the appraisal forms of their respective divisions and finalize their employee allocations by October 31 of each year. This would give the Payroll Department enough time to process salary increases, so employees would continue to receive them in November.

B. Supervisors shall complete performance appraisals upon the following occasions:

1. On an annual basis. The annual review period will be September through August every year.
2. At the end of the initial probationary period for new hires, or at the conclusion of the first ninety (90) days when employees are newly promoted or newly transferred.
3. At the conclusion of a special assignment, as appropriate.
4. As a component of a performance improvement plan to review the progress of an employee's performance.

C. Performance appraisals will be conducted according to the following steps:

1. The direct supervisor will initiate the employee's completion of the self-evaluation portion of the Performance Appraisal. The self-evaluation will be completed in advance of the performance appraisal being completed by the supervisor.
2. The supervisor will complete the supervisory portion of the Performance Appraisal based on the employee's performance during the applicable time period.
3. The supervisor will meet one-on-one with the employee to provide the completed Performance Appraisal Form.
4. Signatures from the employee, the supervisor, and the next level of authority above the supervisor are required on the Performance Appraisal Form.
5. Completed Performance Appraisal Forms are to be submitted to Human Resources and will be placed in the employee's personnel file.

D. In January of every year, the Administration may create a salary contingency fund, by setting aside a given percentage of the total salary expense of all non-bargaining unit employees.

E. Human Resources will be responsible for conducting appropriate training for all supervisory personnel involved with the administration of the employee performance appraisal system for non-bargaining unit employees. The initial training activities should start at the beginning of October 2006 and must be completed by November 30, 2006, in order for full implementation of the first year's evaluation process to begin on January 1, 2007.

Human Resources will also conduct annual training programs of this nature.