

POLICY NO. 618

Area: Human Resources

Date adopted:

Certified by _____

Mervyn L. Alphonso
Vice President for Administration
and Chief Financial Officer

Revisions approved:



**Subject: PERFORMANCE APPRAISALS FOR
NON-BARGAINING UNIT, ADMINISTRATIVE-
PROFESSIONAL AND CLASSIFIED CIVIL SERVICE
STAFF**

It is the policy of the University that the job performance of all staff members of non-bargaining units should be evaluated formally by the employee's supervisor, at least annually.

The performance appraisal system is administered by the Director of Human Resources.

Supervisors shall discuss with employees on a continual basis any performance issues that require attention and should keep records of significant incidents or contributions during the review period.

In evaluating employees, supervisors should consider factors including, but not limited to, the experience and training of the employee, the job description, and the employee's attainment of previously set goals and objectives. Specific competencies to be rated are listed on the Performance Appraisal Form, as outlined in Procedure No. 618.1.

Information derived from performance appraisals should be considered when making decisions affecting training, compensation, promotion, transfer, or continued employment.

The receipt of a merit increase would not prevent someone from receiving a cost of living allowance.