## HUMAN RESOURCES POLICIES AND PROCEDURES

**Subject:** Employee Performance Evaluation  
**Policy # UAS - UASHR6**

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**Effective Date:** Immediately

### Policy

- An annual Employee Performance Evaluation is required for all regular employees, even if merit increases do not apply.
- All Directors, Managers, and Supervisors should submit a completed and signed Employee Performance Evaluation Form. The evaluation period is from July 1st to September 30th.
- An Employee Performance Evaluation and an Employee Transaction Report (ETR) should accompany all rate increases.
- New employees should receive a performance evaluation after three months of service.
- Employees should also receive feedback (verbal or written) on their performance throughout the year.
- All MPP-Equivalent Merit Increases must have the evaluator’s one-up signing authority and the UAS Executive Director’s approval.

### Reference

- MPP Evaluation Form
- Non-MPP Evaluation Form
- Performance Level Rating
- Follow-up Action Form
- Merit Increase Policy (UASHR7)

### Procedure

I. There are two types of employee performance evaluation:
   - a. Management level (MPP-Equivalent) – includes all Directors and Managers.
   - b. Non-Management level – includes supervisory, professional, and other salaried and hourly employees.

II. After the appropriate evaluation form is completed in a strictly confidential manner, the employee must have a chance to review and sign it.

III. Employees may be given the option for self evaluation or may be requested to do so by their supervisor.

IV. Employees should set reasonable goals for the following year in conjunction with their supervisor.

V. A Follow-Up Action Form should also accompany the performance evaluation forms.

**Approved By:** UAS  
**Date:** 12/05/05