



HUMAN RESOURCES POLICIES AND PROCEDURES

Subject: Employee Performance Evaluation	<input type="checkbox"/> Complete revision	Policy # UAS -	Issue Date: December 5, 2005
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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