

## **ARTICLE 5. PERFORMANCE EVALUATION**

Employees shall receive a performance review at least once every twelve (12) months.

The University shall use the Performance Development Process (PDP) for evaluating the performance of bargaining unit employees. The evaluation period shall begin on April 1 and end on March 31 of the following year.

The PDP involves:

- A. A discussion of expectations between the supervisor and the employee at the beginning of the rating period.
- B. Evaluation ratings for the past year that shall be completed by March 31.

Each employee shall receive a copy of his/her completed PDP form. Employee evaluations cannot be changed after the employee has received the signed completed form. Failure by the supervisor to complete the evaluation by March 31 shall indicate that the employee is considered to have met the standards of performance for that evaluation period. Discussions of expectations for the coming year should be completed by April 30th of each year. Discussions of expectations and performance reviews may be conducted more frequently when appropriate.

Employee goals and expectations must be specific, attainable and related to the employee's job classification/position. In determining goals and expectations for employees, a supervisor shall make sure the employee is given the tools and training necessary to achieve the goals and expectations successfully.

To insure appropriate communication between a rating official and an employee, when an employee's end of rating period evaluation is rated below the "meets standards" level in any of the PDP factors or objectives, or when an employee receives an overall rating of "meets standards" but perceives a written comment(s) as negative, the employee should have an informal discussion of the matter(s) with the rating official to understand the supervisor's basis for the comments, or to determine areas for improvement and possible methods to improve. This discussion may address any written comments on the evaluation. Written comments that are retained on the PDP document after such discussion may be grieved by the employee through the procedures of Article 13 of the MOU.

Other procedures pertaining to the PDP shall be in accordance with current USM Policy on The Performance Evaluation Program (VII – 5.20).