



## HUMAN RESOURCES POLICIES AND PROCEDURES

<b>Subject:</b> Employee Performance Evaluation	<input type="checkbox"/> Complete revision	<b>Policy # UAS -</b>	<b>Issue Date:</b> December 20, 2024  <b>Effective Date:</b> Immediately
	<input checked="" type="checkbox"/> Partial revision	UASHR	
	<input type="checkbox"/> New	<b>Page 1</b>	

### 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 in ADP Workforce Now platform. The evaluation period is from January 31- April 30.
- An Employee Performance Evaluation and an Employee Transaction Report (ETR) should accompany all rate increases. (Submitting an annual Employee Performance Review does not guarantee a merit increase.)
- New employees should receive a performance evaluation after 90 days 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

Employee Handbook 2024 in ADP

### 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 full time, salaried and hourly employees.
- II. After the appropriate evaluation review 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.

**Approved By:** UAS -HR

**Date:** 12/20/24