

ARTICLE 7 – PERFORMANCE EVALUATION

A. General Provisions

1. The performance of each employee shall be evaluated periodically for the purpose of assessing and evaluating an individual's work performance and for providing guidance and assistance relative to the employee's work performance, in accordance with a process established by the University. If an employee does not receive an evaluation of performance and it has been at least a year since the last evaluation has been done, the employee shall be deemed to have performed satisfactorily. A performance evaluation does not constitute discipline or corrective action.

2. An employee shall have the right to provide a written rebuttal to his/her performance evaluation and to have that rebuttal attached to the performance evaluation. Both documents shall be placed in the employee's personnel file.

3. An employee shall receive a copy of the signed performance evaluation, including the employee's rebuttal, if any, prior to it being placed in the employee's personnel file.

4. A performance evaluation does not constitute discipline or corrective action.

B. Discussions Between Employee and Manager or Supervisor

1. Supervisors or managers shall meet and discuss performance concerns with their employees throughout the period of evaluation. Comments in an evaluation should only reference guidance and assessments raised with the employee during the period of evaluation.

2. During the evaluation period, the employee and the Supervisor or Manager shall discuss work expectations, training opportunities and development plans.

3. When possible, the Manager or Supervisor who prepared the evaluation shall issue the evaluation to the employee.

C. If an employee does not receive an evaluation of performance and it has been at least a year since his/her last evaluation was completed, he/she may make a written request to his/her immediate supervisor that an evaluation be done. Upon request, a performance evaluation shall be provided no later than sixty (60) calendar days.

Teamsters 2010

Article 7 – Performance Evaluation

July 1, 2022

D. The University may counsel a bargaining unit employee concerning his/her performance, including but not limited to attendance and related performance issues. Such counseling shall not constitute discipline or corrective action.

E. Disputes concerning alleged violations of **Sections B and C** above shall be subject to the Grievance **(Article 26)** and Arbitration **(Article 27)** Procedures of this Agreement; however, all other disputes, **including disputes regarding the ratings or contents of the performance evaluation** arising from this Article may be reviewed **only** under the Grievance Procedure **(Article 26)** only of this Agreement.