

## Performance Evaluations

All supervisors of classified staff are reminded that the current performance evaluation cycle for classified staff ends **March 31, 2010**. The deadline for submitting original copies of the complete, signed evaluation to the Human Resources Office (Campus Box 130, Attn: Evaluations) is **Monday, May 3, 2010**.

Performance plans and evaluations are mandatory for all permanent classified staff, including retirees hired as permanent classified staff.

All classified staff hired prior to April 1, 2010 must have their evaluation submitted by May 3, 2010. Even if the employee was hired on March 31, 2010, the supervisor must develop a performance plan and evaluate the new employee. For employees hired within the last two or three months of the performance management cycle, the supervisor may develop the performance plan and evaluate the employee based solely upon core competencies.

**Please note:** the reviewer (the second level supervisor or appointing authority) must review and sign the evaluation of an employee's performance *before* it is formally presented to the employee. This does not preclude the preliminary discussion of the proposed rating between the supervisor and the employee, but it must be emphasized that any discussion about ratings are preliminary and not final.

Reviewers and employees each need to be given five (5) business days to review the ratings and sign the evaluations. Because of the proximity of the cycle's end date to the evaluations' due date, it is advised that supervisors begin planning now how they will manage and schedule the evaluations they need to perform. This includes scheduling access to the appropriate reviewers and evaluation sessions with employees. This is especially crucial if your Department Chair or Principal Investigator will be out of town in the March-April time frame. Please plan accordingly so the appropriate review and signatures can be obtained.

### RECOMMENDED EVALUATION TIMELINE FOR SUPERVISORS

- Begin consultation with employee and draft evaluation: March 15, 2010
- Submit to Reviewer for review/signature and allow 5 days for review: No later than April 16, 2010
- Provide to employee and allow 5 days for review: No later than April 23, 2010
- Evaluations due to Human Resources: Monday, May 3, 2010

Please review to make sure that all pertinent fields/sections of the evaluation form are complete and accurate before sending to Human Resources. Please be informed that under no circumstances can the supervisor and the reviewer be the same person. You may use decimals for the goal ratings or numeric scores. If the overall rating contains a decimal please round up before submitting to Human Resources.

In addition to rating each goal or objective, a narrative under the "Results achieved" section is required. We strongly recommend completing the Evaluation Narrative section to sum up the overall performance. This is required for "Below Expectations" (level 1) and "Exceeding Expectations" (level 3) ratings. Any "Below Expectations" rating must be followed by a performance improvement plan or a Corrective Action as part of the progressive discipline process. Please contact the Human Resources Department to discuss "Below Expectations" ratings and for proper steps to follow.

Supervisors must also provide their employees with a copy of the dispute resolution process (included as part of the of the planning and evaluation form) at the time of the final evaluation.

If an employee has extenuating circumstances such as extended absences during the rating period (health or otherwise), please contact the Human Resources Department for proper guidance.

### **Performance Management Documents**

The CU Performance Management Program plan can be found at: <http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/PerformanceManagementProgram-Final7-2009.pdf>.

The 2009-2010 performance management form is found at the following link:

***PLEASE NOTE – YOU WILL NEED TO CLICK “CANCEL” ON THE POPUP DIALOG BOX IN ORDER TO PROCEED TO THE FORM***

<http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/MPFormforPlanYear10-11.doc>. This is the form on which state classified employee performance during the period April 1, 2009 through March 31, 2010 needs to be evaluated.

### **Training Requirement for Supervisors**

As a reminder, if you are a supervisor of classified staff you are required to attend a training session on performance management. Please visit our website for a schedule of up-coming training: <http://www.ucdenver.edu/about/departments/HR/training/Pages/ManagersToolbox.aspx>.

### **Sanctions for Supervisor Non-Compliance**

Per Regent policy, the following sanctions will apply to supervisors who do not comply with the requirement to complete classified staff evaluations in the proscribed timeframe:

Classified Supervisors: corrective action, five-day unpaid suspension, and ineligibility for a performance pay award.

Faculty, Officers, and Exempt Staff supervisors: Disciplinary action, five-day unpaid suspension, and potential impact on salary merit increases.

Please contact Human Resources at 303-315-2700 with any questions.

Thank you.