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ARTICLE 34: PERFORMANCE EVALUATION

34.1.

Performance evaluations shall be performed annually. Evaluations shall be based on job related performance factors. Performance evaluations shall not be used to initiate personnel actions such as transfer, promotions or corrective action; however, evaluations may serve as supporting documentation for personnel actions. A supervisor's failure to complete an annual performance evaluation will be construed to mean the employee has performed satisfactorily. Employee participation in the development of evaluation materials and rating factors is encouraged.

34.2. Evaluation Forms.

A. Performance evaluation forms will at a minimum include the following:
    1. A description of the job related factors upon which the evaluation is based. These will include:
        a. quality of work (e.g. competence, accuracy, neatness thoroughness),
        b. quantity or work (e.g. use of time, volume of work accomplished, ability to meet schedules, productivity levels),
        c. job knowledge (e.g. degree of technical knowledge, understanding of job procedures and methods), and
        d. working relationships (e.g. cooperation and ability to work with supervisor, co-workers, students, and clients served).
    2. Provision for identifying specific achievements of the employee, performance goals for the next evaluation period, identifying training needs to enhance the employee's skills and other comments.
    3. Provision for employee comments or objections to be attached to and/or included on the performance evaluation form.
    4. Provision for employee signature accompanied by a statement that "Employee signature means that the employee has seen and is aware of the content of the evaluation, but does not necessarily mean that the employee agrees with the evaluation content."
    5. Provision for the evaluator and reviewer signatures, and reviewer comments.

B. The performance evaluation form may be supplemented with other forms and/or information used to support the employee's evaluation. Upon request, an employee may review any written materials used by supervision to prepare the evaluation.

C. Employees will be provided feedback during their probationary and/or trial service periods.

D. Implementation of alternative performance evaluation models is an appropriate topic for Joint Labor Management Meetings.

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34.3. Employee Evaluation Information.

A. Upon appointment to a position the employee's supervisor will provide the employee with a copy of:
    1. the class specification for the position
    2. the position's job duties
B. Written performance expectations shall be provided to the employee in sufficient time (normally within thirty (30) calendar days after appointment to the position) to allow the employee to meet the work expectations. The Employer will provide at least sixty (60) calendar days notice to employees before the evaluation when modifications that substantively alter performance expectations are made. Minor modifications that do not substantively alter performance expectations require no notice.

34.4. Evaluation Process.

A. The supervisor will communicate with the employee about performance problems as they occur.
B. The purpose of the evaluation meeting is to review, discuss, and if appropriate, modify the evaluation. The employee shall have an opportunity to discuss the proposed evaluation with the supervisor and to provide a written response.
C. The final evaluation, with employee comments attached, will be signed by the evaluator and the employee. The employee will be provided a copy at their request. Employees of the Medical Centers and those completing their performance evaluations will not sign a copy of the evaluation, but will complete the "acknowledgement" step in Workday to demonstrate their review of the completed evaluation. Employees of the Medical Centers can access and print their performance evaluations from their Workday profile.
D. Upper level supervisors at the Medical Centers have access and review privileges for employee performance evaluations in Workday. If modification and/or comments are made at this level a copy will be provided to the employee. Medical Centers employees are alerted in Workday to any additional modifications and/or comments made. Medical Centers can access and print their performance evaluations from their Workday profile.
E. A copy of the completed evaluation, signed by all appropriate individuals, will be provided to the employee upon request, including the employees' rebuttal and/or comments (if any).
F. Performance evaluations shall be retained in the departmental file for no more than three (3) years.

34.5. Grievability.
Employee performance evaluations are grievable only through Step Two of the Grievance Procedure.

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Tentatively Agreed To:

For the Union:	For the Employer:
Signed by: Becky K. Stephens B09E07D4212E4C6...	DocuSigned by: Catherine Scheid 9BED1964C6434D0...
Date: 9/4/2026	Date: 9/4/2026