

**ARTICLE 26**  
**PERFORMANCE EVALUATION**

**A. EVALUATION**

1. Performance Evaluation is a constructive process to acknowledge the performance of an employee. An employee's evaluation shall be sufficiently specific to inform and guide the employee in the performance of her/his duties. Performance standards are guidelines for performing the duties of a specific job. Performance standards and guidelines for performing the duties of a specific job shall be reasonable. The evaluation of each employee shall be based on the individual employee's performance.
2. Except in the case of minor and non-substantive changes, the University will, 60 calendar days prior to implementing a new performance evaluation form or written performance standard, provide a copy of the proposed form or written standard to CUE. If CUE provides a written request to meet and discuss within 30 days of the notice date, the University shall meet and discuss with CUE regarding the change. In addition, if CUE requests in writing to meet about any alleged significant change in performance standards or performance evaluation form, the University shall meet and discuss within 30 days of CUE's request regarding the change, if any.
3. Performance evaluation is not in and of itself a disciplinary procedure.
4. Clerical Unit employees who receive an overall "needs improvement" rating shall have been informed of any deficiencies, including information about how to correct such deficiencies prior to receiving such an overall evaluation.
5. The performance of each non-probationary career employee shall be evaluated at least annually, in accordance with a process established by the University. The University will inform each new, non-probationary, career employee or each employee transferred or rehired to a different department, when they should expect a performance evaluation. In the event a non-probationary career employee does not receive the written evaluation, the employee may take the following action:
  - a. Within 15 calendar days of the date the written evaluation was due but not received, the employee shall make a written request for the evaluation to the employee's immediate supervisor. When an employee makes such a request, an evaluation shall be completed within 15 calendar days of the request, unless the parties mutually agree otherwise.
  - b. In the event a non-probationary career employee does not receive a written evaluation and fails to request that an evaluation be completed within the required period of time, the employee's overall evaluation shall be "meets expectations."

## **B. EMPLOYEE RESPONSE TO AN EVALUATION**

After receiving a University performance evaluation, an employee may write comments pertaining to her/his evaluation or add relevant materials, which may supplement or enhance the evaluation. When the University receives such written comments or materials from the employee, they shall be attached to the performance evaluation and placed in the employee's personnel file in which performance evaluations are maintained.

## **C. GRIEVABILITY**

1. A non-probationary career employee who receives a written performance evaluation with an overall rating of less than satisfactory may file a grievance pursuant to the provisions of Article 6, - Grievance Procedure of this Agreement. Such grievance concerning the content of a performance evaluation rating the employee as less than satisfactory shall be eligible to be processed through Steps 1 and 2 of the Grievance Procedure, but shall not be eligible for review at Step 3 of the Grievance Procedure. The remedy for such a grievance shall be limited to revision of the section(s) being grieved and revision of the rating(s) in question.
2. Disputes arising regarding the performance evaluation of employees, including but not limited to the form, timing, procedure, impact and effects, shall not be subject to Article 6,- Grievance Procedure or Article 3, - Arbitration Procedure of this Agreement, with the exception of Section C.1, above.