

**ARTICLE 25
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 his/her duties. The evaluation of each employee shall be based on the individual employee's performance and not on financial considerations.
2. The University will, sixty (60) calendar days prior to implementing a new performance tool, provide a copy of the proposed tool to UPTe. Following request by UPTe, the University will meet with UPTe to discuss the new tool.
3. Performance evaluation is not in and of itself a disciplinary procedure.
4. An HX Unit employee who receives an overall "needs improvement" rating shall have been informed of any deficiencies, including information about how to correct said deficiencies prior to receiving such overall evaluation.
5. The performance of each employee will be evaluated at least annually, in accordance with a process established by the University. In the event a non-probationary career employee does not receive the written evaluation, the employee may take the following action:
 - a. Within fifteen (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 fifteen (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 8 - Grievance Procedure of this Agreement. Such grievance concerning the contents of the 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 8 - Grievance Procedure or Article 3 - Arbitration Procedure of this Agreement, with the exception of Section C.1., above.