Labor/Management Co-Trainers

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Goals for Today’s Training

Acquire/Renew Understanding of:

1. Evaluation Process, Principles & Procedures

2. Evaluation Form & Manual
UCPEA Performance Evaluations: Principles

Improve/Facilitate Formal Communication

• Performance – Positive & Constructive
• Expectations
• Training and Development Opportunities
• Goals
Evaluation Timeline (May 1 – April 30)

March 1: LR will issue notice to employees that they may be required to provide an Annual Report of Activity & Achievement (Daily Digest)

April 15: Deadline for employees to submit Annual Report of Activity & Achievement

May 1: Deadline for evaluation interview

May 15: Deadline for evaluations to be sent to HR
Preparing the Evaluation: Materials & Resources

☐ Performance Evaluation Manual

☐ Supervisory Files

☐ Annual Report of Activity and Achievement

☐ Performance Evaluation Form
Annual Report of Activity and Achievement

- Description of what the employee has achieved during the year
- Not a large complex document
- As supervisor, you should discuss with your employees what format works best for you
Annual Report of Activity and Achievement

- Must give employees at least two weeks to complete; deadline is April 15
- Request can be made verbally, via email, or in writing
- Employees can submit this report for consideration without being asked
- Employees can submit the form to their supervisor via Kuali Build
Guidelines for Completing Evaluations

• No Self Evaluations

• No mention of FMLA

• No mention of Worker’s Compensation

• No mention of other names (co-workers, etc.)

• No anonymous information

• Only one box per category should be checked off
PART I.

Cover Sheet

ID
PART I. (CONT.)

- Evaluation Type
- Evaluation Period Start and End Date

<table>
<thead>
<tr>
<th>Type of Evaluation *</th>
<th>Status of Employee *</th>
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<tbody>
<tr>
<td>Annual</td>
<td>Permanent</td>
</tr>
<tr>
<td>Mid-Probationary Evaluation</td>
<td>Permanent (4-Month)</td>
</tr>
<tr>
<td>Probationary Final Evaluation</td>
<td>Initial Probationary (1-Year)</td>
</tr>
<tr>
<td>Other</td>
<td>End Date</td>
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</table>

<table>
<thead>
<tr>
<th>Evaluation Period Start Date *</th>
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<tr>
<th>Evaluation Period End Date *</th>
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PART I. (CONT.)

☑  First Supervisor Outside of UCPEA
☑  Optional Reviews
☑  Overall Rating

First Supervisor and Optional Reviews

First Supervisor Outside UCPEA Bargaining Unit *

☐  Optional: Send evaluation to the First Supervisor outside UCPEA for preview before I meet with the employee.

☐  Supervisor Send for Preview

Optional: Send evaluation to Labor Relations for review before I meet with the employee.

☐  LR Send for Review

Overall Rating *

☐  OUTSTANDING
☐  VERY GOOD
☐  GOOD
☐  IN NEED OF IMPROVEMENT
☐  UNSATISFACTORY

(0) Far exceeds the requirements and standards of the position
(V) Regularly exceeds all position requirements
(G) Meets the regular requirements of the position adequately and competently
(I) Marginal performance and not meeting the requirements of the position
(U) Does not meet the requirements of the position
Preparing the Performance Evaluation

PART II.

☑️ Performance Criteria

☑️ 6 Rating Categories
1. Knowledge/Problem Solving
2. Dependability/Productivity
3. Communication
4. Interpersonal/Teamwork
5. Leadership/Independent Action
6. Supervisory Skills
Preparing the Performance Evaluation

Performance Evaluation Ratings

- Outstanding
- Very Good
- Good
- In Needs of Improvement
- Unsatisfactory
Preparing the Performance Evaluation

OUTSTANDING

• Far exceeds requirements and standards of regular duties

• High initiative

• High quality of work
Preparing the Performance Evaluation

**VERY GOOD**

- Exceeds requirements and standards of regular job duties
- Employee regularly exceeds all position requirements
GOOD

• Meets the regular requirements of the position adequately and competently

*If performance is considered marginal, it should not be given a rating of good.
IN NEED OF IMPROVEMENT:

• Performance is marginal

• Deficiencies should be clearly identified

• Plans and a timeline should be outlined for correcting areas of sub standard performance

• Employees in this category should be cautioned about the consequences of continued sub standard performance
Preparing the Performance Evaluation

**UNSATISFACTORY:**

- Performance does not meet the requirements of the position
- Deficiencies should be clearly identified
- Plans and a timeline should be outlined for correcting areas of sub standard performance
- Supervisor should schedule a follow-up meeting within three months to review the employee’s progress
IN NEED OF IMPROVEMENT & UNSATISFACTORY

- Staff who receive an overall unsatisfactory rating do not receive salary increases (if applicable) and can be disciplined.
- It is particularly important that staff receiving an INI and/or UNSAT are counseled regarding their performance throughout the entire evaluation period.
- Supervisors must contact Labor Relations before meeting with employees whose evaluations result in an overall unsatisfactory rating.
- Evaluations rated an overall INI or UNSAT will automatically be sent to LR for review through Kuali Build.
- Staff receiving an overall unsatisfactory rating may grieve their evaluation.
Part III.

- ✔ Performance summary
- ✔ Areas of strength
- ✔ Areas for improvements
- ✔ Areas for development

**PART III. PERFORMANCE SUMMARY**

*Summary*

In this narrative, the supervisor is to provide information concerning the staff member's overall performance, including:

a. Areas of strength
b. Areas for improvement
c. Areas for development (including professional development)

Enter Text
Preparing the Performance Evaluation

Part IV.

- Clear Statement of Goals
- Mutually Established
- Achievable
- Deadlines/Timelines
Initial Submission of the Evaluation Form

• Once all sections have been completed, the supervisor should submit the evaluation. The employee will not receive a copy of the evaluation at that time.

• Upon submission, the evaluation will be routed for any optional or required previews (i.e., to the First Supervisor Outside of UCPEA and/or to Labor Relations).

• The supervisor also will receive a PDF copy of the form and can proceed with scheduling the evaluation meeting with the employee.
Evaluation Interview:

- Normally occurs between April 15 and May 1
- Employee shall normally sign within seven calendar days from receipt for the purpose of indicating he/she has read the evaluation
- Supervisor may make adjustments to the evaluation following input from the employee at the evaluation interview
- Employees may write a rebuttal or response to the evaluation, which is the final documentation associated with the evaluation (an appendix form is available on Kuali Build)
UCPEA Performance Evaluations: Process

Evaluation Interview

• Structure the interview

• Allow plenty of time for the interview

• Explain the reason behind your ratings

• Involve the employee in the goal setting process

• Actively listen to the employee’s feedback

• Pursue new information or suggestions the employee offers
Probationary Employees & Evaluations

• Probationary employees receive an evaluation around the middle of their probationary period (6 months) and again at the end of their probationary period, and then they begin the UCPEA annual cycle.

• An annual evaluation should be completed for employees who may have just completed their probationary period.
UCPEA Performance Evaluations: Process

Evaluation Routing Procedure

• After the evaluation meeting, the supervisor will return to the Kuali Build form via the automated task email (Subj: Review UCPEA Evaluation: employee name) to complete/sign the evaluation.
• The form will then be routed to the employee for signature.
• The form will then be routed to the First Supervisor Outside of UCPEA for signature.
• Afterwards, the employee, the submitter, HR will receive an email with a PDF copy of the signed evaluation.
Performance Evaluation Manual

- Available at: http://www.hr.uconn.edu

- Aimed at guiding supervisors and employees through the evaluation process
Questions