UCPEA Supervisor Performance Evaluation Training

UCONN

A Joint Labor/Management Effort Spring 2024

Labor/Management Co-Trainers

Kristen Brierley
Senior Labor Relations Associate
Office of Faculty & Staff Labor Relations

Lindsay Jenkelunas
Senior Field Representative
UConn Professional Employees Assoc.

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

UCPEA Performance Evaluations: Timeline

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

UCPEA Performance Evaluations: Materials

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

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

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

☑ Performance Evaluation Form

PART I.

☑ Cover Sheet

☑ ID

Pages

- Part I. Cover Sheet ✓
- Part II. Performance E...
- Performance Summary
- Performance Goals

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Employee Performance Evaluation
UConn Professional Staff (UCPEA) Unit

- The period for annual evaluations for UCPEA employees is May 1st- April 30th.
- Employees are to sign the form within 7 calendar days of receipt of evaluation to indicate they have read it.
- Employees may append a written statement presenting concerns as they relate to the evaluation, which will be attached to the evaluation, become a permanent part of the record, and will be the final documentation associated with the evaluation.
- Human Resources must receive a completed evaluation, via this application, by **May 15th**.
- For more information, see Article 21 of the UCPEA collective bargaining agreement: https://hr.uconn.edu/labor-contracts-unions/.

PART I. COVER SHEET

Employee Contact Information *

NetId *

Name

Title

Department

Employee Number

Evaluator Contact Information *
jer22018

Name
Jayden E Ramsey

Title
U Ed Assistant 3

Department
Employee Relations

Email
jayden.ramsey@uconn.edu

Supervisor Outside of Bargaining Unit

☑ Performance Evaluation Form

PART I. (CONT.)

☑Evaluation Type

☑ Evaluation Period Start and End Date

Type of Evaluation *

- ○ Annual
- ○ Mid-Probationary Evaluation
- ○ Probationary Final Evaluation
- ○ Other

Status of Employee *

- ○ Permanent
- ○ Permanent (4-Month)
- ○ Initial Probationary (1-Year)
- ○ End Date

Evaluation Period Start Date *

Evaluation Period End Date *

☑ Performance Evaluation Form

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

(O) 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

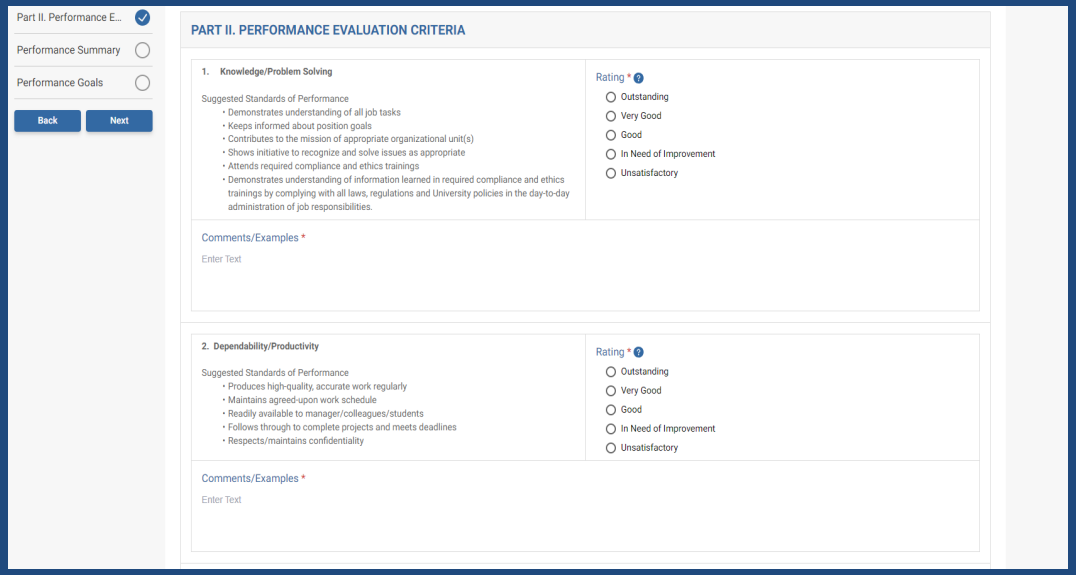
Preparing the Performance Evaluation

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

Preparing the Performance Evaluation

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.

Preparing the Performance Evaluation

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

Preparing the Performance Evaluation

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

Preparing the Performance Evaluation

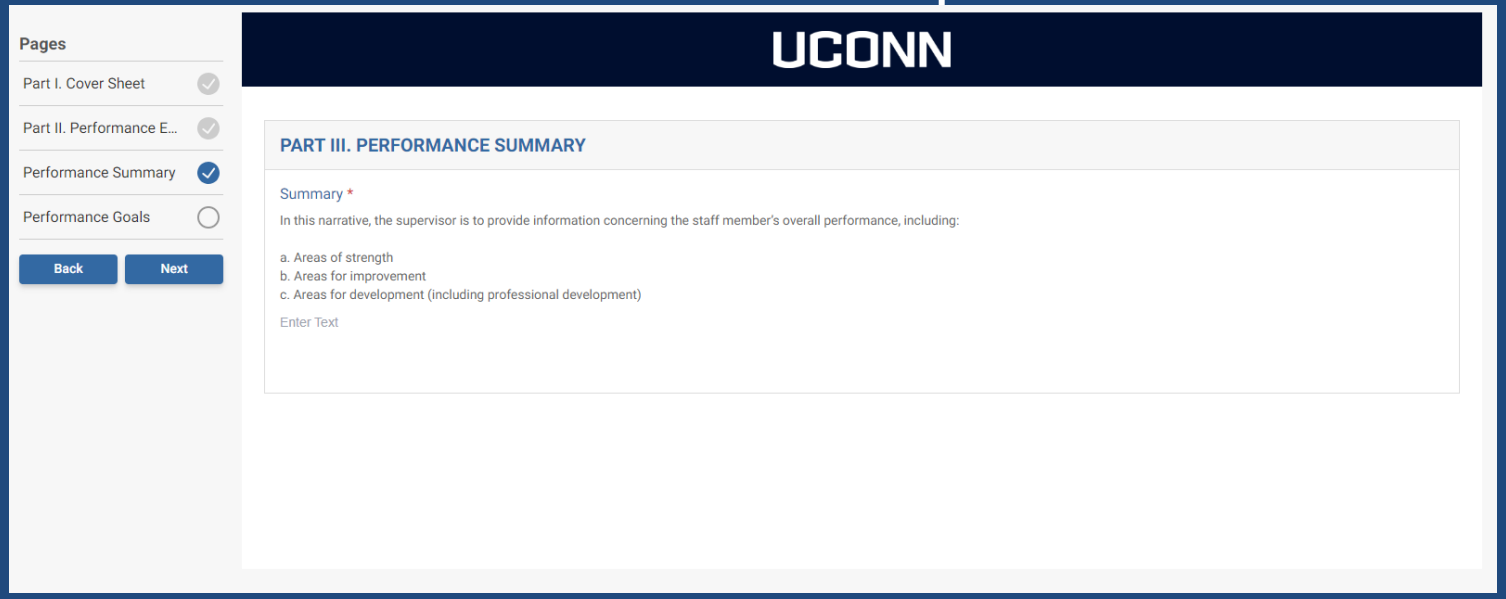
Part III.

☑ Performance summary

☑ Areas of strength

☑Areas for improvements

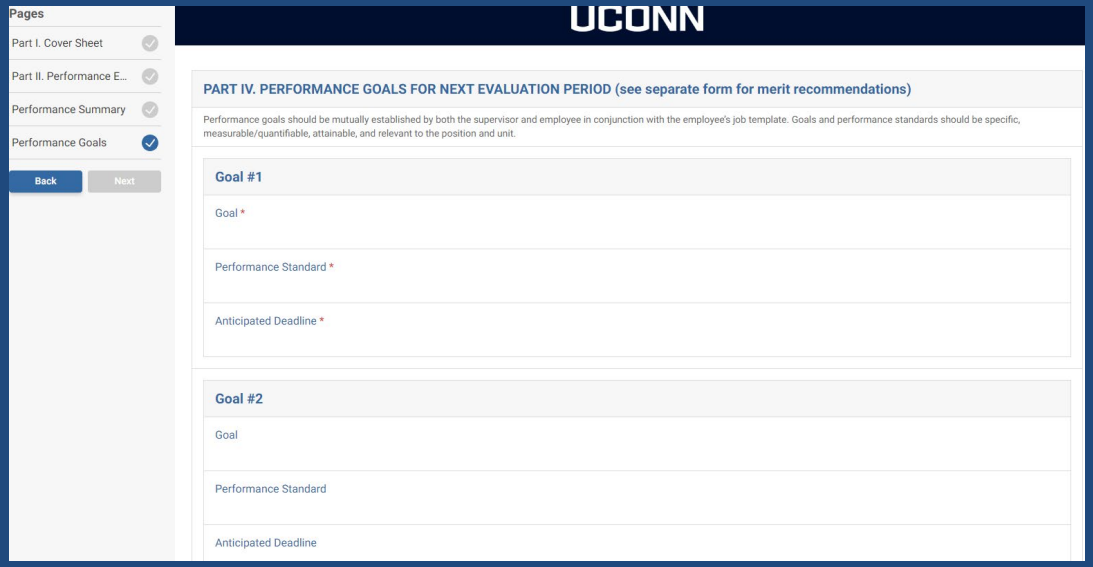
☑Areas for development



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.

UCPEA Performance Evaluations: Process

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

UCPEA Performance Evaluations: Process

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

Performance Evaluation Manual

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

- Aimed at guiding supervisors and employees through the evaluation process

UCPEA Performance Evaluations: Process

Questions