Subject: Performance Evaluation Procedures: A&P Employees

Authority: 1001.74 Florida Statutes

Effective Date: 07/01/1999

Revision(s) 06/27/1996

Related References

Purpose

Signature of Approving Authority

1.0 General Information

2.0 Procedures

A. The evaluation process requires the use of two forms: The Evaluation Objectives Form which reflects the objectives set by the supervisor and the employee, and the Evaluation Form which is the form used by the supervisor to evaluate how the employee met the objectives previously set. Both forms are available online in fillable format.

1. Setting Objectives
   a. When an A&P employee is appointed, the supervisor or higher-level supervisor, should apprise the employee of the expectations pertaining to the performance of duties and responsibilities.

   b. The supervisor and employee should mutually decide upon goals and objectives for the employee for the contractual year (February–February). These objectives should be specified on the Evaluation Objectives Form. After completion of the Evaluation Objectives Form, both the supervisor and employee should sign it. Signatures reflect their mutual agreement and understanding of the objectives. A copy of the signed Evaluation Objective form should be provided to the employee.

2. Changing Objectives
   a. If the expectations change during a contractual period, the employee should be apprised in writing prior to the date the change is to be effective. The Evaluation Objectives Form should be updated to reflect these changes and be initialed by both the supervisor and employee. The updated and initialed Evaluation Objectives Form may serve as written notice to the employee provided a copy of the revised and initialed form is given to the employee prior to the time the change is implemented.

3. Distribution
   a. The Evaluation Objectives Form will be distributed by the University Personnel Office for A&P employees by the beginning of the new contractual year.

   b. The Evaluation Objectives Form completed for the current year should be forwarded to University Personnel Office for A&P employees, along with the completed Evaluation Form, by the established deadline.

   c. The Evaluation Objectives Form should be referred to routinely when discussing the employee’s performance with him/her and used to indicate additions, deletions, or changes to the objectives.
B. Completion of the Evaluation Form  
1. The Performance Evaluation  
   a. Supervisors should use the objectives set forth on the Evaluation Objectives Form at the 
      beginning of the past contractual year to appraise the employee. How, and whether or not, the 
      employee met these mutually established objectives should be reflected on the Performance 
      Evaluation Form.  
   
   b. After completion of the Performance Evaluation Form, the supervisor will submit the form to the 
      higher-level supervisor for review and signature prior to the employee receiving the evaluation. 
      The higher-level supervisor must return the signed form to the supervisor.  
   
   c. Upon completion of the evaluation, and after the supervisor and higher-level supervisor have 
      signed it, the supervisor should discuss the evaluation with the employee. After the discussion, 
      the employee should sign the Performance Evaluation Form. If the employee refuses to sign the 
      form, the supervisor should indicate in writing that the employee refused to sign the evaluation 
      and the date the employee refused to sign it directly on the Performance Evaluation Form.  
   
   d. The Evaluation Objectives Form should be attached to the Performance Evaluation Form and 
      both completed forms should be forwarded to the University Personnel Office by the established 
      deadline. The employee and the supervisor should retain a copy of both forms.  
   
   e. Objectives for the new contractual year should be recorded on the Evaluation Objectives Form. 
      Procedures should be followed as shown in Section II of this memorandum.  

3.0 Records  
A. The finalized evaluation should be placed in the employee's official personnel file.
1.0 General Information

2.0 Definitions

A. PERFORMANCE EVALUATION - The document reflecting the performance of any employee for a specific period of time.

B. PERFORMANCE STANDARD - a stated measure of the level of performance that the employee is expected to achieve or the objective the employee is expected to accomplish.

C. PERMANENT STATUS - A status earned by an employee in a class, after successful completion of the designated probationary period for the class. Permanent status assures the employee the right to remain in the class or to contest adverse action taken against the employee while serving in the class.

1. For employees employed on or after July 1, 1986, permanent status, once earned, is retained throughout the period of continuous employment in the USPS at the University where earned.

2. Effective July 1, 1993, the attainment of permanent status for those employees employed on or after July 1, 1996, extends through the period of continuous employment in the USPS in the State University System.

D. RATER - The employee's immediate supervisor or the next higher-level supervisor.

E. RATING - The level of performance achieved by an employee reflected on the performance evaluation.

3.0 Procedures for Completion of Evaluations

A. Probationary Evaluations

1. A probationary evaluation is required for any probationary period and should be completed within 30 days prior to the end of the probationary period for the designated class or 30 days prior to the end of any probationary period extension.

2. An employee should serve the probationary period (see SUS Compensation and Classification Plan for class designated probationary periods) for the designated class with a performance rating of at least Achieves Performance Standards before attaining permanent status in the class.
3. A probationary period may be extended up to six months when one of the following circumstances occur:
   a. the employee is rated Below Performance Standards,
   b. the supervisor decides that additional time is needed for appropriate training or on the job experience,
   c. the supervisor and the employee agree to extend the probationary period;
   d. the employee or supervisor is granted an approved leave of absence (other than military leave) during the probationary period; or
   e. an employee in probationary status is reassigned to a different position in the same class and requests in writing that the probationary period be extended for a period not to exceed six months.

4. An employee in probationary status should be removed from the class if the performance is not rated at least Achieves Performance Standards within the probationary period or the extended probationary period.

5. An employee in probationary status who is on military leave at the end of the probationary period should be considered to have a rating of Achieves Performance Standards. The employee should be required to complete the remainder of the probationary period if the employee returns from military service prior to the expiration of the probationary period.

B. Annual Evaluations

1. An annual evaluation should be completed for each employee having permanent status in the current class.

2. A permanent status employee should receive an annual evaluation completed each year within 30 days following the date the employee was appointed to his or her current class unless the period being evaluated is extended for the length of an approved leave of absence.

3. An annual evaluation period of an employee who returns from military leave should include only the time not on military leave. The employee's performance level while on military leave should be considered to be at the same rating level as the employee's preceding evaluation rating.

C. Special Evaluations

1. A special evaluation for a permanent status employee may be conducted when the employee's performance has changed from the rating level as reflected on the most recent evaluation.

2. A special evaluation shall not cover more than the 60-day period immediately preceding the special evaluation unless the evaluation period is extended.

3. When an employee's annual evaluation is at the Below Performance Standards level, the evaluation shall become a special evaluation.

4. If an employee who has attained permanent status in the class receives a special evaluation of Below Performance Standards and is retained in the class, the rater should communicate in writing to the employee the necessary improvements to address the identified deficiencies. Under this provision, the next evaluation period(s) should be no less than six weeks.

D. Below Performance Standards Evaluation

1. The President or President's designee may remove the employee from the class if adequate improvement is not made in the employee's performance at any time during the subsequent evaluation period(s) following the initial Below Performance Standards rating.

2. An employee should usually not remain at the Below Performance Standards level for more than 120 days. If an employee's performance standards rating level has not improved to at least the Achieves Performance Standards rating level within the designated improvement period(s), the President or President's designee should initiate action to remove the employee from the class. Such action should usually be completed within 45 days of being initiated.
3. Rating period(s) may be extended in accordance with FAMU Rule 6C3-10.130, F.A.C.

4.1 Procedures in Absence of an Evaluation

A. In the absence of a required evaluation, the following should apply:

1. For those employees who have not yet received an evaluation in the class, the employee’s rating shall be considered to be at the Achieves Performance Standards level.

2. For those employees with a previous evaluation in the class, the employee’s performance shall be considered to be at the same rating level as the preceding evaluation. If the preceding evaluation is Below Performance Standards, employee’s rating shall be considered to be at the Achieves Performance Standards level.

3. When a rater does not extend a required performance evaluation period for the authorized leave of the rater or employee, as provided in FAMU Rule 6C3-10.130 (4)(g)(3)(c) F.A.C., and a rater desires to replace a performance evaluation rating received through the provisions of IV (A)(1) and (2) above, he/she may complete an evaluation covering the required evaluation period within a reasonable period following the original due date of the evaluation.

4. An employee may make a written request for a performance evaluation to replace a rating received through the provisions of IV (A)(1) and (2) within a reasonable period following the original due date of the evaluation. If an employee makes such a request, the rater shall complete the evaluation within thirty (30) days of receipt of the request.

5. Consequences for Failure to Submit

4.2 Procedures for Failure to Submit Evaluation in a Timely Fashion

A. This procedure is to provide consequences for the failure of supervisors to perform both USPS and A & P evaluations in a timely fashion or for the failure to perform an evaluation.

4.3 Procedures for Distribution of Evaluations

A. The Performance Evaluation forms should be distributed to the employee’s department by the University Personnel Office prior to the date on which the evaluation is to be completed on the employee.

B. The completed Performance Evaluation form should be forwarded to the University Personnel Office by the established deadline.

4.4 Procedures for Notifications of Evaluations Due

A. Human Resources will no longer mail out hard copies of USPS evaluation documents, performance standards instructions, or the performance standards form. Likewise, Human Resources will no longer mail out USPS Performance Evaluation forms for Supervisory USPS employees and USPS Performance Evaluation forms for Non-Supervisory USPS employees. This procedure is applicable to evaluations due for probationary, annual and special basis. Please refer to HR-4002 – Paperless Notification of USPS Evaluations Due.