

## **PERFORMANCE EVALUATIONS**

**Section 1.** Departments can determine to conduct performance evaluations with employees. If performance evaluations are conducted, they will be implemented in a consistent manner based on the duties and expectations of the role. A general description of evaluation processes and departmental policies related to performance evaluations shall be communicated in advance with all affected employees.

**Section 2.** All performance evaluations shall be shared with the employee after having been discussed with the employee. Employees shall be given an opportunity to sign the evaluation, and will not be disciplined for refusing to do so.

**Section 3.** Performance evaluations will be conducted with the goal of helping employees. If performance concerns are noted in an evaluation, supervisors shall provide recommendations for improvement upon request, including a reasonable time frame in which the employee is expected to remedy such deficiencies to the satisfaction of the supervisor.

**Section 4.** Performance evaluations are not grievable under this Agreement, nor shall they be used as evidence in a grievance.