

## 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 and non-discriminatory manner based on the duties and expectations outlined in the position description. 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. After the discussion, all performance evaluations will be placed in an employee's personnel file unless otherwise stated. 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. Performance evaluations may serve as documentation in grievance procedures, however, performance evaluations shall not serve as the sole justification for discipline or as evidence to exonerate a student worker. Performance evaluations may serve as documentation in established disciplinary procedures, however, performance evaluations shall not be punitive, nor shall they serve as the sole justification for discipline.



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Ashton Pressman (Mar 12, 2025 16:08 PDT)