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
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 received by Data Processors
Preparing the Evaluation: Materials & Resources

☐ Performance Evaluation Manual

☐ Supervisory Files

☐ Annual Report of Activity and Achievement

☐ Performance Evaluation Form
Performance Evaluation Manual

• Available online @ Labor Relations webpage http://www.lr.uconn.edu

• Aimed at guiding supervisors and employees through the evaluation process
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

• Reports may also be used to describe those achievements that employee feels should make them eligible for One-time Performance Awards

• Employees can submit this report for consideration without being asked
Guidelines

• No Self Evaluations
• No mention of FMLA
• No mention of Worker’s Comp.
• 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**

**Evaluation Type**

**Overall Rating**

**Certification**

**Recommendation for One-Time Award**

<table>
<thead>
<tr>
<th>ID</th>
<th>Evaluation Type</th>
<th>Overall Rating</th>
<th>Certification</th>
<th>Recommendation for One-Time Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>Annual</td>
<td>OUTSTANDING</td>
<td>Permanent</td>
<td>Yes</td>
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<tr>
<td></td>
<td>Evaluation</td>
<td></td>
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<tr>
<td></td>
<td>Period</td>
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<td>(enter here)</td>
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</tr>
</tbody>
</table>

**Employee Contact Information:**
- Name: [Click here to enter text.]
- Title: [Click here to enter text.]
- Department: [Click here to enter text.]
- Employee Number: [Click here to enter text.]

**Evaluator Contact Information:**
- Name: [Click here to enter text.]
- Title: [Click here to enter text.]
- Department: [Click here to enter text.]
- Phone Number: [Click here to enter text.]

**Type of Evaluation:**
- Annual (evaluation period) (enter here)
- Other (please specify) (enter here)

**Overall Rating:**
- [ ] OUTSTANDING
- [ ] VERY GOOD
- [ ] GOOD
- [ ] IN NEED OF IMPROVEMENT
- [ ] UNSATISFACTORY

**Certification of Supervisor:**
I certify that I have completed the performance evaluation of the employee listed below, and that I have made it available and discussed it with said employee on [Click here to enter text.]

**Certification of Staff Member:**
I certify that I have been given a copy of this performance evaluation and that I have reviewed it with my supervisor.

**First Supervisor Outside UCPRA Bargaining Unit:**
[Click here to enter text.]
[Click here to enter text.]
[Click here to enter text.]

For UCPRA Only:
[Data Entry Date:]
[In:]
[Initial:]
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
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 receiving 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.

- 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
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
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 6 months into their probationary period and again at the end of their probationary period, and then they begin the UCPEA annual cycle.

• Probationary employee evaluations should be sent to Office of Faculty and Staff Labor Relations, UNIT 5075.

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

**Evaluation Routing Procedure**

- Copy of completed evaluation cover sheets are to be received by the Department’s Data Entry Representative no later than May 15.

- If you have questions about processing in the system, or don’t know who your data entry representative is – please contact Human Resources at Extension 9302.

- The full original evaluation will be sent to the Office of Faculty and Staff Labor Relations, UNIT 5075 once all signatures are obtained, by May 15.
The 2016-2021 Contract provides for a $2,000 one-time payment in July 2018 to employees who have been members of the bargaining unit as of January 1, 2018. This payment will not be added to the employee’s base salary, but will be included in pension calculations.

Employees who receive “Unsatisfactory” evaluations will not receive this payment.
The 2016-2021 Contract provides for “One-Time Performance Awards” beginning in July 2018, which are “single lump-sum payments that are not added to an employee’s base salary. . . .”
One-Time Performance Award Criteria

The supervisor shall consider the following types of accomplishments during the evaluation year:

1. Extraordinary job-related achievement; and/or

2. Completion of a specific and important Departmental or University goal or project.

For awards issued in July 2018, supervisors may consider both the 2016-2017 and 2017-2018 evaluation year.
UCPEA One-Time Performance Awards

One-time Performance Awards Deadline and Routing Procedure

Additional information regarding the routing procedure and deadlines will be forthcoming.
Questions