

UC Davis Personnel Policies for Staff Members

Employment

Section 23, Performance Management

Date: 8/21/06

Supersedes: 9/30/03

Responsible Department: Human Resources

Source Document: UC PPSM 23

23.B. PERFORMANCE APPRAISAL

Note 1--Responsibility. The direct supervisor evaluates his or her employees annually, regardless of available funding or employee eligibility for merit increases and/or delays in merit delivery. Limited, contract, per diem, and student employees are evaluated if they are expected to work a year or more.

Note 2--Annual Appraisal Form. On campus, the Performance Appraisal form is on the Web at <http://www.hr.ucdavis.edu/Forms>. It can be downloaded with payroll data using the PPS-109 report. At UCDHS, the form is on the Web at <http://www.ucdmc.ucdavis.edu/hr/Forms/Forms.htm>. Alternative forms may be used if approved by Employee & Labor Relations and the dean or vice chancellor (campus), or by the Executive Director--Human Resources (UCDHS).

Note 3--Other Forms. The supervisor uses the Employee Development Worksheet for evaluations that are not part of the annual performance appraisal process. It can be used for probationary and limited employees, and to evaluate career/regular status employees at a time other than the annual review. The form is on the Web at <http://www.hr.ucdavis.edu/Forms>. Any alternative form may be used. The employee is provided with a copy of the evaluation and the original is filed in the employee's department personnel file.

Note 4--Source of Data. The source of any data that is used in an appraisal must be identified, if requested by the employee.

Note 5--Mediation. Mediation Services can help resolve disputes about appraisals.

Note 6--Transfers. If an employee worked for more than three months of the appraisal period in another department or unit, the current supervisor shall ask the former supervisor to provide input to be included in the written evaluation.

Note 7--Signatures. The employee's signature means that he or she has read the appraisal. It does not mean that the employee agrees with the appraisal.

UCD PROCEDURE 23.1--APPRAISAL OF CAREER/REGULAR STATUS EMPLOYEES

- a. The supervisor discusses job duties and performance expectations with the employee on an ongoing basis, and provides performance feedback during the year.
- b. The Associate Vice Chancellor--Human Resources sends a call for appraisals. Deans, vice chancellors, and UCDHS executive directors add instructions and send the call to departments. Departments attach lists of eligible employees and send the call to supervisors.
- c. The employee writes a Summary of Accomplishments (if required).
- d. The supervisor reviews the employee's job description. If it is not accurate, the supervisor updates it and sends it to Compensation Services.

- e. The supervisor drafts the appraisal and discusses it with the employee.
- f. The supervisor finalizes the appraisal, gets the employee's signature (and comments, if any). A copy of the Summary of Accomplishments and the employee's comments are attached to the appraisal.
- g. The department head signs the appraisal. The original is sent immediately to Human Resources to be placed in the employee's personnel file. A copy is routed to the employee and one copy is placed in the employee's department personnel file.