



HUMAN RESOURCES POLICY

SUBJECT: Employment & Related Matters **TITLE:** SANCTIONS FOR LATE APPRAISALS
CODING: 30-01-20-60:00 **ADOPTED:** 05/10/94 **AMENDED:** 04/29/08
LAST REVIEWED: 04/29/08

I. PURPOSE

To establish policy regarding the issuance of timely probationary and annual performance evaluations, and re-evaluations if applicable. To establish provisions for corrective actions for managers who fail to provide such timely evaluations.

II. ACCOUNTABILITY

Under the direction of the President, the Executive Vice President for Academic & Clinical Affairs and the Senior Vice President for Administration shall ensure compliance with this policy. The Vice President for Human Resources shall implement this policy.

III. APPLICABILITY

This policy is applicable to all University management personnel: officers, faculty, and staff members serving in executive, managerial or supervisory positions.

IV. REFERENCES

Human Resources Policy Manual

- | | | |
|----|------------------------|----------------|
| A. | Performance Evaluation | 30-01-20-55:00 |
| B. | Probationary Period | 30-01-20-30:00 |
| C. | Introductory Period | 30-01-20-30:10 |

V. POLICY

All employees are to be provided formal, written probationary and annual performance evaluations and re-evaluations, if applicable, when due. It is incumbent upon all University managers to ensure that such performance evaluations for the individuals they supervise are given within thirty (30) days of the due date. Managers who are not in compliance with this requirement will be subject to corrective actions and sanctions specified in this policy.

IV. PROCEDURES

- A. The Department of Human Resources shall provide annual performance appraisal reminders via email broadcasts and portal announcements. Online E-Print reports of employees (by department and unit) whose evaluations are due within sixty (60) days can be accessed at <https://e-print.umdj.edu/cgi-bin/eprint.cgi>. It is each manager's responsibility to identify eligible employees through the E-Print system.

- B. Managers shall follow the University's Performance Evaluation, Probationary Period and Introductory Period policies and procedures and submit the completed evaluations to the Department of Human Resources Data Administration office by the date when the evaluations are due. If there is a Step increase related to the evaluation, the manager shall initiate same along with the evaluation. Evaluation forms are online at <http://www.umdnj.edu/hrweb/forms/index.htm>. Managers not in compliance with this policy may be subject to disciplinary actions which shall be based on the severity of the violation.
- C. Senior Vice Presidents, Deans, Vice Presidents, Department Heads and Directors, are responsible for enforcing these standards.
- D. The Senior Vice President, Vice President or Dean has the responsibility to provide updated information on all late evaluations to the Human Resources Generalist, including any legitimate reasons why evaluations are late. The only acceptable circumstances preventing a timely evaluation would be an authorized Leave of Absence, termination of employment, or a completed but delayed evaluation due to marginal performance.
- E. The Department of Human Resources will maintain all performance evaluation data and will generate reports and memoranda concerning late evaluations (30 calendar days or more) to the appropriate Senior Vice President, Dean or Vice President.

By Direction of the President:

Vice President for Human Resources