



UNIVERSITY POLICY

SUBJECT ADMINISTRATION CODING 00-01-10-18-00 PAGE 1 OF 2
TITLE SANCTIONS FOR LATE APPRAISALS EFFECTIVE 05/10/94 REVISION 08/01/97

I. PURPOSE

To establish policy and procedures regarding the issuance of annual employee performance evaluations on a timely basis, and provisions for corrective action with managers who fail to give timely evaluations without extenuating circumstances.

II. ACCOUNTABILITY

Under the direction of the President, the Senior Vice President for Academic Affairs 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

A. Human Resources Policy Manual

1. Performance Evaluation 30-01-20-55:00

V. POLICY

All employees are to be provided formal, written annual performance evaluations when due. It is incumbent upon all applicable managers to ensure that annual performance evaluations for the individuals they supervise are given on a timely basis. Managers who are not in compliance with this requirement will be subject to corrective actions and sanctions specified in this policy.

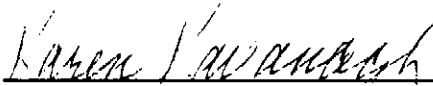
IV. PROCEDURES

A. The campus Human Resources Offices will prepare computer-generated listings, by department and unit, identifying those employees whose evaluations are due within sixty (60) days, and forward the list and a reminder memorandum to the appropriate Vice President/Dean, who will then forward the information to the responsible manager for appropriate action.

B. All applicable managers will follow the University's performance evaluation policy and procedures and submit the completed paperwork to the campus Human Resources Office by the date when the evaluations are due. Managers who are late (30 days or more) in submitting completed evaluations to the campus Human Resources Office will be subject to disciplinary action, as follows:

1. *if the manager submits an evaluation that is thirty (30) days late a warning memorandum will be issued to the manager by his/her direct supervisor;*
 2. *if the manager submits an evaluation that is sixty (60) days late, a second warning memorandum will be issued to the manager, and his/her next scheduled merit increase will be delayed by the same cumulative amount of time that all department evaluations were late. For example, if a manager is late in evaluating two employees by sixty (60) days each, the manager's next merit increase will be delayed by a total of one hundred and twenty (120) days (2 late evaluations X 60 days each);*
 3. *supervisors of managers will initiate delayed merit increases via the Personnel Action Form (PAF) forwarded to the campus Human Resources Office; and*
 4. *if the manager continues to submit late evaluations after the aforementioned sanctions have been applied, the manager may be subject to termination.*
- C. *Department Heads, Directors, Deans and Vice Presidents whose direct reports are consistently late will be subject to the same disciplinary action stated above.*
- D. *The Vice President or Dean has the responsibility to provide updated information on all late evaluations to the campus Human Resources Office, 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 all reports and memoranda concerning late evaluations (60 days or more) to the appropriate Vice President/Dean.*

By Direction of the President:


Vice President for Human Resources