

Florida Agricultural & Mechanical University Office of Human Resources Operating Procedures		
Procedure Number: HR 4000	Date of Adoption: June 27, 1996	Date of Revision: 2014; 3/2017; 1/2021
Subject	Performance Evaluation Procedures: Administrative and Professional and University Support Personnel System	
Authority	Section 110.224(2) Florida Statutes; University Regulation 10.119	
Purpose:	To establish procedures for A&P and USPS Evaluations	

Overview

The provisions set forth in this procedure are applicable to Administrative and Professional (A&P) and University Support Personnel System (USPS) employees. These provisions are supplemental to University Regulation 10.119.

General Information

The University recognizes the importance of performance management and is committed to providing employees with performance reviews to assess and communicate the nature and extent of an employee's performance of assigned duties. USPS and A&P employees will be formally evaluated at least once a year. Performance evaluations shall be completed timely and in accordance with University Regulation 10.119 and Operating Procedures.

Performance standards will be based on an up-to-date position description, behavioral expectations, goals and accomplishments, and should be clearly communicated to employees at the time of appointment to their position and as they change thereafter. Employees should also receive adequate training necessary to effectively perform the duties and responsibilities of their position.

The following will provide information on:

- Definitions
- Types of Evaluations
- Evaluation Ratings
- Developing Performance Standards/Expectations and Setting Goals
- Completing and Submitting an Evaluation
- Conducting an Annual Performance Review
- Absence of an Evaluation
- Substandard Evaluations
- Nominee

Overview of ePerformance Evaluation Process

The ePerformance module is an evaluation management application used for the assessment of employees of the University. The roles involved are: (1) HR Administrator; (2) Employee; (3) Manager; (4) Nominee; and (5) Higher-level Manager. The ePerformance module supports the entire planning and evaluation process, from planning and aligning employee performance or development goals with enterprise objectives, through assessing and rewarding employee performance results within the expected behaviors. EPerformance evaluation documents shall be made available in iRattler for both A&P and USPS accordingly.

Definitions

- A. **Nominee:** an individual who has been asked to participate in an employee's performance evaluation
- B. **Performance Evaluation:** The document reflecting the performance of any employee for a specific period of time.
- C. **Performance Standard:** a stated measure of the level of performance that the employee is expected to achieve or the objective the employee is expected to accomplish.
- D. **Permanent Status:** A status earned by an USPS employee in a class, after successful completion of the designated probationary period for the class. Permanent status assures the employee the right to remain in the class or to contest adverse action taken against the employee while serving in the class.
- E. **Rater:** The employee's immediate supervisor or the next higher-level supervisor. The immediate supervisor is the person normally assigned to direct the work of the employee and is normally the person responsible for completing the evaluation form. The rater shall be held accountable to conduct timely evaluations.
- F. **Rating:** The level of performance achieved by an employee reflected on the performance evaluation.

A. Performance Ratings for A&P and USPS Employees

Evaluation Ratings	Definitions for Ratings
Exemplary	Employee performance level exceeds expectations, surpasses requirements, and is at the highest level of performance. Work serves as an example of others.
Above Satisfactory	Employee performance level is higher than adequate expectations and requirements for the position and approaching the highest level of performance. Working towards an exemplary rating.
Solid Performer	Employee performance level is higher than adequate expectations and requirements for the position and but not approaching the higher level of performance. Work towards an above satisfactory rating.
Below Satisfactory	Employee performance level fails to meet adequate expectations and requirements for the position. Sustained improvement is needed.

B. Annual Evaluations

An annual evaluation should only assess performance for a one-year period. An annual evaluation is to be completed within the thirty (30) day period following the annual evaluation date. Annual evaluation dates are based on the fiscal year for A&P employees and the calendar year for USPS employees with exceptions to probationary or special evaluations (USPS only). Due to specific needs of the organizational unit or area, the dean/director/designee may designate a different regular 12-month period for evaluating Staff employees in the college/division.

1. An annual evaluation should be completed for each A&P employee and each USPS employee who has permanent status in their current class.
2. Annual evaluations should be completed each year within 30 days of the due date.
3. A&P annual evaluations are due on fiscal year basis (July 1- June 30).
4. USPS annual evaluations are due on a calendar year basis (January - December).
5. An annual evaluation period of an employee who returns from military leave should include only the time not on military leave. The employee's performance level while on military leave should be considered to be at the same rating level as the employee's preceding evaluation rating.

6. Procedures for Administrative & Professional ePerformance Evaluations

- a. A&P employees are evaluated on a fiscal year basis. A&P ePerformance evaluation documents are made available in iRattler June of each year. Supervisors may begin completing employee evaluations at that time. The deadline for completing the evaluation document is August 15 of each year.
- b. Supervisors may access the performance document by navigating to: iRattler > Navbar > Navigator > Manager Self Service > Performance Management > Documents > Current Documents. Instructions for completing the performance evaluation can be found in the training guides provided under ePerformance website.

7. Procedure for University Support Personnel System Annual Evaluations

- a. USPS ePerformance evaluation documents are made available in iRattler December of each year. Supervisors may begin completing employee evaluations at that time. The deadline for completing the evaluation is February 15th each year.
- b. Supervisors may access the performance document by navigating to: iRattler > Navbar > Navigator > Manager Self Service > Performance Management > Documents > Current Documents. Instructions for completing the performance evaluation can be found in the training guides provided under ePerformance website.
- c. An employee hired into a USPS position on or after July 1st is currently serving a probationary period and will not have an annual evaluation available in iRattler.

C. Probationary Evaluations (University Support Personnel Systems employees only):

Probationary Evaluations are conducted on first-time appointees to a job classification within the University Support Personnel Systems (USPS) employment category.

The initial appointment of a new employee to a USPS position shall be for a probationary period of six (6) months, with the exception of employees in law enforcement positions who shall serve an initial twelve (12) month probationary period.

1. Procedures for Completion of Probationary Evaluations

- a. A probationary evaluation is required for any probationary period and should be completed within 30 days prior to the end of the probationary period for the designated class or 30 days prior to the end of any probationary period extension.
- b. An employee should serve the probationary period for the designated class (see FAMU Classification and Compensation Plan) with a performance rating of at least Solid Performer rating before attaining permanent status in the class.

- c. A probationary period may be extended up to six months when one of the following circumstances occurs:
 - i. The employee is rated Below Satisfactory;
 - ii. The supervisor decides that additional time is needed for appropriate training or on the job experience;
 - iii. The supervisor and the employee agree to extend the probationary period;
 - iv. The employee or supervisor is granted an approved leave of absence (other than military leave) during the probationary period; or
 - v. An employee in probationary status is reassigned to a different position in the same class and requests in writing that the probationary period be extended for a period not to exceed six months.
- d. An employee in probationary status should be removed from the class if the performance is not rated at least Solid Performer rating within the probationary period or the extended probationary period.
- e. An employee in probationary status who is on military leave at the end of the probationary period should be considered to have a rating of Solid Performer rating. The employee should be required to complete the remainder of the probationary period if the employee returns from military service prior to the expiration of the probationary period.

D. Special Evaluations (University Support Personnel Systems employees only):

- 1. A special evaluation may be completed:
 - i. At any time, the supervisor determines the employee's overall performance has changed from the level reflected on the most recent evaluation.
 - ii. During the initial probationary period to address substandard performance.
 - iii. In response to a written request for a performance evaluation, provided the employee has not received an evaluation in six months and has not received an evaluation with an overall substandard rating.
 - iv. For other reasons, such as when the employee or employee's supervisor leaves a position. When an employee's overall performance rating drops to "Needs Improvement," "Unsatisfactory," or "Below Satisfactory" (law enforcement classes only), a special evaluation should be completed, except when a probationary or annual evaluation is due to be completed. The beginning date reflected on a special evaluation should not overlap with a previous evaluation period. For example, if an employee's annual evaluation period ended on June 30th, the beginning date on the special evaluation should not be any earlier than July 1st of that same year, even if an annual evaluation was not completed.

2. A special evaluation for a permanent status employee may be conducted when the employee's performance has changed from the rating level as reflected on the most recent evaluation.
3. A special evaluation shall not cover more than the 60-day period immediately preceding the special evaluation unless the evaluation period is extended.
4. When an employee's annual evaluation is at the Below Satisfactory level, the evaluation shall become a special evaluation.
5. If an employee who has attained permanent status in the class receives a special evaluation of Below Satisfactory and is retained in the class, the rater should communicate in writing to the employee the necessary improvements to address the identified deficiencies. Under this provision, the next evaluation period(s) should be no less than six weeks.
6. Below Satisfactory
 - i. The President or President's designee may remove the employee from the class if adequate improvement is not made in the employee's performance at any time during the subsequent evaluation period(s) following the initial Below Satisfactory rating.
 - ii. An employee should usually not remain at the Below Satisfactory level for more than 120 days. If an employee's performance standards rating level has not improved to at least the Satisfactory rating level within the designated improvement period(s), the President or President's designee should initiate action to remove the employee from the class. Such action should usually be completed within 45 days of being initiated.
 - iii. An overall rating of Below Satisfactory requires a Performance Improvement Plan (PIP). Supervisors must contact Employee Relations before initiating a Below Satisfactory performance evaluation.
 - iv. Rating period(s) may be extended in accordance with University Regulation 10.119

E. Failure to Submit Timely Evaluations

Appropriate action may be taken for the failure of supervisors to conduct evaluations timely in accordance with University Regulations and procedures.

1. Procedures in Absence of an Evaluation

A. In the absence of a required evaluation, the following should apply:

1. For those employees who have not yet received an evaluation in the class, the employee's rating shall be considered to be at the Solid Performer rating.

2. For those employees with a previous evaluation in the class, the employee's performance shall be considered to be at the same rating level as the preceding evaluation. If the preceding evaluation is Below Satisfactory, employee's rating shall be considered to be at the Solid Performer rating.
3. When a rater does not extend a required performance evaluation period for the authorized leave of the rater or employee, as provided in University Regulation 10.119, and a rater desires to replace a performance evaluation rating received through the provisions of 5(A) (1) and (2) above, he/she may complete an evaluation covering the required evaluation period within a reasonable period following the original due date of the evaluation.
4. An employee may make a written request for a performance evaluation to replace a rating received through the provisions of 5(A) (1) and (2) within a reasonable period following the original due date of the evaluation. If an employee makes such a request, the rater shall complete the evaluation within thirty (30) days of receipt of the request.