

NUAMES Policy and Procedures
277-532 Evaluation of Classified Employees
Revised: 24 September 2013
Approved: 23 October 2013

1. PURPOSE AND PHILOSOPHY

The purpose of this policy is to provide guidance in evaluation of Classified Employees.

2. POLICY

2.1 The performance of full-time and part-time classified employees shall be assessed at least once annually. Performance assessment forms will be provided by NUAMES.

2.2 The intent and goal of the performance assessment system is to:

- a. Promote employees' job satisfaction and morale by providing necessary feedback regarding their work performance;
- b. Improve employee effectiveness;
- c. Enhance communication between employees and supervisors concerning mutual expectations and needs;
- d. Assess training needs and plan future training activities; and
- e. Provide a basis for decisions regarding assignments, promotions, salary advancements, and other personnel actions.

2.3 Employees shall be given an opportunity to make written comments on the assessment form and shall receive a copy of the completed form.

2.4. Employees may respond in writing to their assessment and may have their responses included in their personnel files, provided that such written response is submitted to the employee's supervisor within ten (10) working days of receiving the performance assessment.