UCPEA Supervisor Performance Evaluation Training

A Joint Labor/Management Effort Spring 2023
Kristen Brierley
Senior Labor Relations Associate
Office of Faculty & Staff Labor Relations

Lindsay Jenkelunas
Senior Field Representative
UConn Professional Employees Assoc.
Acquire/Renew Understanding of:

1. Evaluation Process, Principles & Procedures

2. Evaluation Form & Manual
UCPEA Performance Evaluations: Principles

Improve/Facilitate Formal Communication

• Performance – Positive & Constructive

• Expectations

• Training and Development Opportunities

• Goals
UCPEA Performance Evaluations: Timeline

Evaluation Timeline (May 1 – April 30)

March 1: LR will issue notice to employees that they may be required to provide an Annual Report of Activity & Achievement (Daily Digest)

April 15: Deadline for employees to submit Annual Report of Activity & Achievement

May 1: Deadline for evaluation interview

May 15: Deadline for evaluations to be sent to HR
UCPEA Performance Evaluations: Materials

Preparing the Evaluation: Materials & Resources

☐ Performance Evaluation Manual

☐ Supervisory Files

☐ Annual Report of Activity and Achievement

☐ Performance Evaluation Form
Annual Report of Activity and Achievement

• Description of what the employee has achieved during the year
• Not a large complex document
• As supervisor, you should discuss with your employees what format works best for you
Annual Report of Activity and Achievement

• Must give employees at least two weeks to complete; deadline is April 15

• Request can be made verbally, via email, or in writing

• Employees can submit this report for consideration without being asked
Guidelines for Completing Evaluations

• No Self Evaluations
• No mention of FMLA
• No mention of Worker’s Compensation
• No mention of other names (co-workers, etc.)
• No anonymous information
• Only one box per category should be checked off
PART I.

Cover Sheet
ID
Evaluation Type
Overall Rating
Certification
Preparing the Performance Evaluation

PART II.

☐ Performance Criteria

☐ 6 Rating Categories

1. Knowledge/Problem Solving
2. Dependability/Productivity
3. Communication
4. Interpersonal/Teamwork
5. Leadership/Independent Action
6. Supervisory Skills

<table>
<thead>
<tr>
<th>PART II. PERFORMANCE EVALUATION CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Knowledge/Problem Solving</strong></td>
</tr>
<tr>
<td>Suggested Standards of Performance</td>
</tr>
<tr>
<td>Demonstrates understanding of all tasks</td>
</tr>
<tr>
<td>Meets expectations</td>
</tr>
<tr>
<td>Shows initiative to recognize and solve</td>
</tr>
<tr>
<td>Other Standards of Performance (if applicable)</td>
</tr>
<tr>
<td>Comments/Examples (required)</td>
</tr>
<tr>
<td>Click here to enter text.</td>
</tr>
</tbody>
</table>

| **2. Dependability/Productivity**       |
| Suggested Standards of Performance     |
| Producers high-quality, accurate work   |
| Meets deadlines and work schedule       |
| Other Standards of Performance (if applicable) |
| Comments/Examples (required)             |
| Click here to enter text.                |

| **3. Communication**                    |
| Suggested Standards of Performance     |
| Speaks effectively and clearly         |
| Communicates status of responsibilities |
| Other Standards of Performance (if applicable) |
| Comments/Examples (required)             |
| Click here to enter text.                |

| **4. Interpersonal/Teamwork**           |
| Suggested Standards of Performance     |
| Is approachable and likable              |
| Establishes and maintains working       |
| Other Standards of Performance (if applicable) |
| Comments/Examples (required)             |
| Click here to enter text.                |
Preparing the Performance Evaluation

Performance Evaluation Ratings

- Outstanding
- Very Good
- Good
- In Needs of Improvement
- Unsatisfactory
Preparing the Performance Evaluation

OUTSTANDING

• Far exceeds requirements and standards of regular duties
• High initiative
• High quality of work
Preparing the Performance Evaluation

**VERY GOOD**

- Exceeds requirements and standards of regular job duties
- Employee regularly exceeds all position requirements
Preparing the Performance Evaluation

GOOD

• Meets the regular requirements of the position adequately and competently

*If performance is considered marginal, it should not be given a rating of good.
IN NEED OF IMPROVEMENT:

- Performance is marginal
- Deficiencies should be clearly identified
- Plans and a timeline should be outlined for correcting areas of sub standard performance
- Employees in this category should be cautioned about the consequences of continued sub standard performance
UNSATISFACTORY:

- Performance does not meet the requirements of the position
- Deficiencies should be clearly identified
- Plans and a timeline should be outlined for correcting areas of sub standard performance
- Supervisor should schedule a follow-up meeting within three months to review the employee’s progress
Preparing the Performance Evaluation

IN NEED OF IMPROVEMENT & UNSATISFACTORY

• Staff who receive an overall unsatisfactory rating do not receive salary increases (if applicable) and can be disciplined

• It is particularly important that staff receiving an INI and/or UNSAT are counseled regarding their performance throughout the entire evaluation period

• Supervisors must contact Labor Relations before meeting with employees whose evaluations result in an overall unsatisfactory rating

• Staff receiving an overall unsatisfactory rating may grieve their evaluation
Preparing the Performance Evaluation

Part III.

- Performance summary
- Areas of strength
- Areas for improvements
- Areas for development
Preparing the Performance Evaluation

Part IV.

- Clear Statement of Goals
- Mutually Established
- Achievable
- Deadlines/Timelines
**Evaluation Interview:**

- Normally occurs between April 15 and May 1

- Employee shall normally sign within seven calendar days from receipt for the purpose of indicating he/she has read the evaluation

- Supervisor may make adjustments to the evaluation following input from the employee at the evaluation interview

- Employees may write a rebuttal or response to the evaluation, which is the final documentation associated with the evaluation
Evaluation Interview

- Structure the interview
- Allow plenty of time for the interview
- Explain the reason behind your ratings
- Involve the employee in the goal setting process
- Actively listen to the employee’s feedback
- Pursue new information or suggestions the employee offers
Probationary Employees & Evaluations

- Probationary employees receive an evaluation around the middle of their probationary period (6 months) and again at the end of their probationary period, and then they begin the UCPEA annual cycle.

- Probationary employee evaluations should be sent to Office of Faculty and Staff Labor Relations, UNIT 5075.

- An annual evaluation should be completed for employees who may have just completed their probationary period.
Evaluation Routing Procedure

- Copy of completed evaluation cover sheets are to be received by the Department’s Data Entry Representative no later than May 15.

- If you have questions about processing in the system, or don’t know who your data entry representative is – please contact Human Resources at 6-9302.

- The full original evaluation will be sent to the Office of Faculty and Staff Labor Relations, UNIT 5075 once all signatures are obtained, by May 15.
The UCPEA CBA provides for a 2.5% wage increase effective with the first full pay period in July 2023 for employees who were part of the bargaining unit as of January 1, 2023 and performed satisfactorily.*

*Satisfactorily means having not received an overall unsatisfactory evaluation.
The CBA provides for Performance Based Compensation (PBC) in two forms:

- A 1.5% increase effective with the first full pay period in July 2023, for employees who were a member of the bargaining unit as of January 1, 2023 and who performed satisfactorily (i.e., having not received an overall unsatisfactory evaluation).

- University PBC Pool: Effective the first full pay period of July 2023, the University shall distribute the equivalent of 0.5% of the gross salary amount to be issued as performance-based compensation to current UCPEA bargaining unit members.
The University PBC pool is intended to reward those individuals who have sustained a level of performance that consistently exceeds the performance of their peers during the evaluation period, and that have advanced the mission and goals of the Department and the University.

The immediate supervisor, regardless of bargaining unit or exempt status, shall make recommendations about PBC, but the final amounts will be determined by the President, Vice President or Provost.

The supervisor may only recommend employees for University PBC who receive a Good evaluation or higher.
Deadlines and Routing Procedure

Additional information regarding the routing procedure and deadlines for the University PBC pool will be forthcoming.
UCPEA Performance Evaluations: Process

Questions