

RULES OF
DEPARTMENT OF EDUCATION
DIVISION OF UNIVERSITIES
UNIVERSITY OF FLORIDA

(Substantial rewording of Rule 6C1-3.049 follows. See Florida Administrative Code for present text.)

6C1-3.049 Finance and Administration; Technical, Executive, Administrative, and Managerial Support~~Administrative and Professional Staff Appraisal and Improvement.~~

(1) Appraisals of Technical, Executive, Administrative and Managerial Support (TEAMS) Employees in Non-Exempt Positions

(a) Probationary Appraisals

1. A probationary appraisal is required thirty (30) days prior to the conclusion of the probationary period or prior to the end of any probationary period extension for all non-exempt TEAMS employees who at least meet performance standards in their designated classification.

2. The President or designee has the authority to extend by letter a probationary period for up to six (6) months if the employee is not meeting performance standards, and the supervisor determines that more time is needed for assessment or the supervisor decides that additional time is needed for appropriate training or on-the-job experience.

3. If a performance appraisal is not completed to evaluate an employee's original or extended probationary period, then the employee will be considered to have met performance standards.

(b) Annual Appraisals

1. An annual appraisal shall be completed for each TEAMS employee in a non-exempt position within thirty (30) days prior to the anniversary date of appointment.

2. If the employee's annual performance appraisal is not completed, his or her previous rating in the classification will be retained. If there is no previous rating, the employee will be considered at the "achieves" level.

(c) Special Appraisals

1. A special appraisal shall be conducted whenever the appraiser determines that the employee's performance warrants being evaluated.

(2) Appraisals of TEAMS Employees in Exempt Positions

(a) Annual Appraisals

1. A TEAMS employee shall have his or her performance appraised within thirty (30) days prior to the anniversary date of appointment.

2. If the employee's annual performance appraisal is not completed, his or her previous rating in the classification will be retained. If there is no previous rating, the employee will be considered at the "achieves" level.

(3) A copy of each completed appraisal shall become a part of the employee's official file maintained by the Division of Human Resources. The original of the completed appraisal shall be provided to the employee.

~~—(1) Each member of the Administrative and Professional staff shall have his/her performance appraised at least once during each fiscal year.~~

~~—(2) Each year, Division of Human Resources shall announce in writing that performance appraisals are to be completed for each member of the Administrative and Professional staff subject to and in accordance with the following criteria:~~

~~——(a) The Administrative and Professional staff member shall have completed at least six (6) months of Administrative and Professional service with the University.~~

~~——(b) Each performance appraisal shall be completed in narrative form by the individual to whom the Administrative and Professional staff member reports.~~

~~——(c) Each performance appraisal shall address performance for the previous 12 months as related to the specific duties of the employee's position description, any special assignments performed, and the direction of upcoming goals and timetables.~~

~~——(d) Each performance appraisal shall be reviewed with the employee concerned and signed by the employee and the individual to whom the employee reports.~~

~~——(e) A copy of each completed appraisal shall be placed in the employee's official file located in Division of Human Resources. The original of the completed appraisal shall be provided to the employee.~~

~~——(3) All performance appraisals for Administrative and Professional staff members shall be completed and filed in Division of Human Resources no later than September 1 of each year.~~

~~——(4) For members of the general faculty bargaining unit, the appraisal process must comply with the United Faculty of Florida collective bargaining agreement and Board of Regents rules.~~

Specific Authority 1001.74(4)~~240.227(4)~~ FS.

Law Implemented 1001.74(19), 1001.75(3), 1012.91~~240.227(5), (19), 240.253~~ FS.

History--New 4-25-80, Amended 2-23-82, Formerly 6C1-7.II, Amended 3-6-85, Formerly 6C1-3.49, Amended 4-17-90, 5-18-92, _____.