

RULES OF
~~DEPARTMENT OF EDUCATION~~
~~DIVISION OF UNIVERSITIES~~
UNIVERSITY OF FLORIDA

6C1-3.050 Finance and Administration; University Support Personnel System

Performance Appraisals ~~Evaluations~~

(1) A probationary appraisal is required prior to the conclusion of the probationary period for all employees who at least meet performance standards in their designated classification.

(a) A probationary appraisal shall be completed within 30 days prior to the end of the probationary period for the designated class or prior to the end of any probationary period extension.

(b) An employee shall meet performance standards for the probationary period for the designated class before attaining permanent status.

(c) The President or designee has the authority to extend by letter a probationary period ~~may be extended by letter~~ for up to six 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.

(d) Time spent on extended leave will not count toward the completion of an employee's probationary period, and the completion date of the probationary period will be advanced based on the amount of time the employee is absent. The employee must complete his or her probationary period upon return from the extended leave in order to attain permanent status in the appropriate classification.

(e) An employee serving a probationary period in the current class shall be removed from the class, including a change in assignment or termination from employment, if the

employee does not meet performance standards during the probationary or extended period, and will not receive a probationary appraisal.

(f) 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.

(2) An annual appraisal shall be completed for each employee with permanent status in the current class.

(a) A permanent status employee shall receive an annual appraisal completed each year within 30 days following the date the employee was appointed or returned to his or current class.

(b) The employee's appraisal period typically will be advanced based on the amount of time he or she is absent on an extended leave.

(c) If the employee's annual performance appraisal is not completed, his or her previous rating in the classification will be retained.

(d) If the previous rating reflects the employee's failure to meet performance standards, in the absence of a follow-up special performance appraisal or letter that documents the employee's failure to meet performance standards, the employee will be considered to have met performance standards for the follow-up period.

(3) A special appraisal for an employee ~~shall~~ may be conducted whenever the rater determines that the employee's performance warrants being evaluated, including when an employee's performance no longer meets performance standards.

(a) A special appraisal may not exceed six months unless the appraisal period is adjusted as a result of an extended leave of absence. Such appraisal shall be completed within 30 days following the established appraisal period end date.

(4) If an employee who has attained permanent status in the class receives an appraisal or letter that documents failure to meet performance standards, the rater with the cooperation of the higher level supervisors shall communicate in writing to the employee necessary improvements to address the identified deficiencies.

(a) If at the time of receiving such an appraisal or letter, the employee is retained, the length of the next appraisal period shall be determined but shall not exceed six months. Such appraisal shall be completed within 30 days following the appraisal period end date, unless a proposal is made to terminate or demote the employee as a result of his or her continued failure to meet performance standards. In such case, a letter documenting the employee's unsatisfactory performance, rather than a performance appraisal, shall be sufficient. In the absence of this appraisal or letter, the employee shall be considered to have met performance standards for the follow-up period.

(b) If an employee does not meet performance standards within the designated follow-up period, the university shall initiate action to remove the employee from the class.

~~——(c)—— If the employee's performance does not adequately improve, the employee may be removed from the class at any time by the appropriate administrator, including demotion or termination from employment.~~

Specific Authority 1001.74(4)~~240.227(1)~~ FS.

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

History--New 7-1-96, Amended 6-28-98, 5-22-01, _____.