



FERRIS STATE UNIVERSITY

HUMAN RESOURCES

HR Related Policies & Procedures

Effective Date: March 1, 2014

FSU-HRPP 2014:05

Employee Performance Evaluation

COVERED EMPLOYEES

- All employees.

Note: Bargaining unit employees are covered by the terms and conditions of their respective [collective bargaining agreement](#) (CBA). Please refer to the CBA for details.

HR POLICY

A formal performance evaluation process is one method to facilitate communication with an employee relating to his/her job performance. While the University encourages frequent and informal communication on performance between the employee and his/her supervisor, it is also important to formally document the employee's performance on a routine basis. To accomplish this, supervisors shall complete performance evaluations on their employees on an annual basis.

HR PROCEDURES/DESCRIPTION/DEFINITIONS

- I. Part-time, full-time, temporary, administrative and administrative support employees:
 - A. The approved [performance evaluation form](#) can be obtained from the Human Resources website.
 - B. In order to receive a salary increase, the employee must not have a current unsatisfactory performance rating in one or more category of his/her performance evaluation.

- II. CTA/MEA-NEA (clerical and technical) employees:
 - A. The terms of the collective bargaining agreement define the criteria and format to be used in the performance evaluation process.
 - B. Supervisors can obtain the approved [performance evaluation form](#) from the Human Resource website.

- III. POLC I and II (public safety officers and supervisors), AFSCME (dining services, custodial and maintenance), and Teamsters (nurses) employees:
 - A. These employees shall be evaluated on an annual basis.
 - B. The supervisor may use the approved [performance evaluation form](#) from the Human Resources website or may use an alternate form approved by Human Resources.

- IV. FFA/MEA-NEA (faculty) and FNTFO (adjunct faculty) employees:
 - A. The terms of the collective bargaining agreement define the criteria and format to be used in the performance evaluation process.

- V. Supervisors shall complete annual performance evaluations on or before May of each year. The supervisor shall meet with the employee to review the completed performance evaluation. The employee and supervisor are to sign the performance evaluation. The employee's signature does not necessarily indicate that he/she agrees with the performance evaluation, but only that it was reviewed with him/her. A copy shall be provided to the employee and the signed original performance evaluation sent to Human Resources no later than May 31 for inclusion in the employee's personnel file.

- VI. A [performance improvement plan](#) (PIP) may be completed at any time in order to outline specific areas in need of improvement. PIP guidelines are available on the Human Resources website. A PIP should be reviewed by Human Resources prior to meeting with the employee.

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