

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Employee Performance Appraisals
FPU Policy Number: FPU-6.0121P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: February 12, 2015
Date Revised:
Responsible Division/Department: Human Resources
Initiating Authority: Ava Parker, Executive Vice President & Chief Operating Officer

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to the periodic performance appraisals of both faculty and non-faculty University employees.

B. POLICY STATEMENT:

Performance appraisals are used to assist in strengthening the University's workforce by providing for a periodic exchange of information between supervisor and employee about progress, accomplishments and if applicable, areas needing improvement. They are an opportunity for an employee and his/her supervisor to discuss the individual's key responsibilities, to align the responsibilities with the objectives of the department and the University's strategic plan, and to discuss how the individual's behavior fits with organizational values. Performance appraisals provide an opportunity to clarify work standards, discuss training and development needs, set goals for the next year and identify the support needed to reach such goals.

C. PROCEDURES:

1. **Probationary Appraisal.** Florida Polytechnic University's probationary appraisals for non-faculty employees should take place soon after the non-faculty employee's first 90 days of employment in the position, and for faculty members, soon after the faculty member's first semester of employment in the position.
 - a. In the absence of a completed probationary appraisal, a probationary employee will default to an "achieves" rating.
 - b. If an employee's probationary period ends between January 31 and March 31, the employee's immediately following annual appraisal in April should be skipped. The employee should then be placed on the cycle for the next appraisal period.

2. **Annual Appraisal.** Florida Polytechnic University's annual appraisal period for employees (faculty and non-faculty) is April 1 through March 31. The supervisor must complete the appraisal, review and discuss it with the employee prior to April 30th. The signed appraisal must be submitted to Human Resources by May 1, and it will be placed in the employee's personnel file.

POLICY APPROVAL

Policy No.: FPU-6.0121P

Cwa L. Fair

2-10-15

Initiating Authority

Date

Krista M. Mann

2-3-15

Policies & Procedures Committee Chair

Date

Ma

2/12/15

President/Designee

Date

Approved by FPU BOT, if required

Date