

University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **PERFORMANCE EVALUATIONS**

Policy #: **4.3**

All University employees must be evaluated formally at least annually. A copy of the evaluation is kept in the employee's personnel file in Human Resources.

Non-Classified Employees - Once each year, job evaluation ratings are made on all non-classified employees by their appropriate supervisors. The purpose is twofold: (1) to serve as a guideline in determining salary increases, and (2) to afford the employee and supervisor an opportunity to discuss strengths and performance for the purpose of improvement.

Classified Employees - Classified staff must be evaluated annually, at least 30 days prior to their merit eligibility dates using the approved performance evaluation form. Supervisors must discuss classified evaluations with the employees being evaluated and allow them access to a copy of their evaluations. OPM regulations require that classified staff be evaluated at the time they end employment with the University.

Resource(s): Arkansas Code Annotated § 21-5-(1001-1003)

Approved by:

Approval date:

Custodian: Human Resources