

## **EMPLOYMENT STATUS AND RECORDS**

### **PERFORMANCE EVALUATIONS**

The Human Resources Director shall establish a system of employee performance evaluation that reflects a rating of an employee's performance and potential further advancement.

The performance of the employee will be considered in determining compensation, promotions, demotions, layoffs, removals, and disciplinary action. Performance is to be judged on quality of work, amount of work, manner in which service is performed, faithfulness to duties, and other factors which determine the value of an employee's service.

New employees shall be evaluated by their immediate supervisor at the completion of 30 days of service, 60 days of service and at least annually thereafter. Additional evaluations may be made at any time at the discretion of the University.