

Performance Evaluation Appeal Procedures – Personnel Related Staff (PRS) - Checklist

There may be times when an employee disagrees with his or her performance rating. In the event this occurs, the manager is encouraged to meet with both parties to attempt resolution at the department level. If this is not successful:

University Support Staff (USS): the employee may file an appeal with Human Resources and Equal Opportunity (HR/EO) within the deadline period listed below.

1. Inform the employee that HR/EO must receive written notification within seven (7) calendar days from the date he/she signs off on the evaluation.

- The appeal must be submitted on a “[USS Rating Appeal Form](#)” found on the HR/EO web site.
- Any USS employee with permanent status who feels his/her evaluation is unfair may appeal the rating.
- An employee serving on probation as a result of a promotion, or an individual who has been rehired as a reinstatement, may also appeal an evaluation.
- Those on original initial probation cannot appeal their rating.
- Any rating other than exceptional can be appealed.

2. Ensure that the evaluation is signed. If the employee refuses to sign the evaluation, this should be noted and dated by both the rater and the reviewer on the document. This date is then used as the date for the filing period.

3. Submit the evaluation form, the goals for the rating period, the employee feedback if completed, and any supporting documentation used during the review process to HR/EO. Provide a copy to the employee.

- Efforts are made to complete the appeal process within 30-days.
- The first step in the appeal process is to attempt an informal resolution. A HR/EO representative will meet with the employee and rater for this purpose.
- The department may grant the employee work time to prepare for the appeal. This time must be reasonable and pre-approved with the supervisor to avoid unnecessary disruption of business operations.
- If the appeal is not resolved after the informal conference, the employee may elect to withdraw the appeal or go on to a formal stage. For the formal step, HR/EO will convene a 3-member appeal committee to hear both parties and decide upon a final rating. The decision of the committee is final and may not be appealed.
- The employee and rater may select an individual of their choice to represent them at the formal appeal hearing. Both parties also have the option of calling witnesses. Appearance by a witness is usually voluntary and must be free of reprisal.
- Generally, a permanent employee receiving two consecutive unsatisfactory evaluations will be recommended for dismissal. In some cases a recommendation for demotion or suspension may be proposed instead.
- An employee on probation due to promotion may be demoted back to a position at the same band in which they previously had permanent status or in a position with similar job duties if they meet the qualifications for the position, except in cases of misconduct or delinquency.
- The decision made by the appeal committee is final.

Questions regarding the USS appeal process can be directed to Human Resources and Equal Opportunity at 864-4946 or to hrdept@ku.edu.