



Sent: Friday, December 18, 2009 9:11 AM

To: HRIS-L

Subject: Annual Performance Evaluation Deadlines for Staff

Just a reminder that unclassified professional staff (UPS) and university support staff (USS) annual performance evaluations are **due no later than March 1, 2010** for the rating time period from January 1 to December 31, 2009. Please share this information about evaluation deadlines with supervisors of UPS/USS employees in your department.

Please make sure:

- that supervisors in your department establish goals at the beginning of the rating period for both UPS and USS evaluations; that the goals form for USS evaluations is submitted to Human Resources and Equal Opportunity (HR/EO) with the evaluation form;
- that all USS employees are given the opportunity to complete a staff feedback form and that the feedback form, if provided, is submitted to HR/EO with the evaluation form for USS evaluations;
- that all UPS employees are provided an opportunity to provide a written self-evaluation or an annual report prior to the evaluation; and
- that required comments are provided on the USS evaluation form.

UPS Evaluations

Please consult with your respective Vice Provost (VP) and/or Dean to determine if those individuals wish to receive a copy of UPS evaluations. You may optionally provide a copy of the evaluation form to HR/EO if you wish to have it included in the central personnel file. It is the responsibility of the VP/Deans offices to monitor completion of the UPS evaluations by the March 1st deadline and to report to the Budget Office any UPS who are ineligible for any available FY11 merit increases due to an unsatisfactory evaluation.

Please review the following links regarding the UPS performance evaluations, FAQ, merit increase and sample forms.

http://www.hreo.ku.edu/files/documents/UPS_Annual_Evaluations.pdf

<https://documents.ku.edu/policies/hreo/unclassifieddevals.htm>.

http://www.hreo.ku.edu/files/documents/UPS_Merit_Increase.pdf

http://www.hreo.ku.edu/documents/performance_evaluations/unclassified_employees

USS Evaluations

USS annual evaluations should be submitted to **HR/EO by 5:00 p.m. on March 1, 2010**. Please note that if the evaluations are not received by March 1, HR/EO cannot coordinate with the Budget Office to assure that any available funds are allocated to your FY11 budget lines for filled positions with merit-eligible USS.

Probationary and Special USS Evaluations:

In addition to the annual evaluations due no later than March 1, 2010, 5:00 p.m., please remember that personnel related staff (PRS) should be submitting each month performance evaluations for any USS serving on initial or promotional probation. Those evaluations must be submitted to HR/EO immediately following the end of the probationary period. Similarly, any special USS evaluations should be submitted to HR/EO promptly upon completion.

Please review the following links for USS performance evaluations regarding annual salary increases, along with other title and salary topics and probation. These documents are located at

http://www.hreo.ku.edu/files/documents/USS_Pos_Title_Pay_FAQ.pdf

Thanks. Ola_Faucher, Director of Human Resources and Equal Opportunity