

ARTICLE 29

PERFORMANCE EVALUATION

- 29.1 Permanent employees shall be subject to and receive annual performance evaluations. The evaluations must be given annually in accordance with campus procedures and timelines.
- 29.2 A sergeant or the immediate supervisor may draft and sign the performance evaluation. A sworn MPP (employee in the Management Personnel Plan) shall review the performance evaluation as the approving authority prior to the performance evaluation being presented to the employee. At the completion of the evaluation discussions with the employee, a sworn MPP shall sign the performance evaluation. If the sworn MPP is the immediate supervisor, then a non-sworn MPP shall review and sign the performance evaluation.
- 29.3 A written record of the performance evaluation shall be placed in the employee's personnel file. The employee shall be provided with a copy of the written performance evaluation.
- 29.4 If an employee disagrees with the performance evaluation, the employee may submit a rebuttal statement within a maximum of thirty (30) days of receipt of the evaluation. The rebuttal statement shall be attached to the performance evaluation in the employee's personnel file. Within a maximum of twenty-one (21) days of receipt of the rebuttal statement, the Chief of Police shall review the performance evaluation and rebuttal statement. If this review results in revisions to the performance evaluation, the employee shall be provided with a copy of the revised performance evaluation for signature and inclusion in the employee's personnel file. The original performance evaluation and rebuttal statement shall be removed from the employee's personnel file. If the review does not result in revisions to the performance evaluation, the Chief of Police shall inform the employee in writing and include this notification in the employee's personnel file.
- 29.5 The content of performance evaluations shall not be subject to the provisions of Article 7, Grievance Procedure.