

REGULATIONS OF
THE UNIVERSITY OF FLORIDA

3.050 Finance and Administration; University Support Personnel System and Technical, Executive, Administrative, and Managerial Support Staff Performance Appraisals.

(1) Appraisals for University Support Personnel System (USPS) and Technical, Executive, Administrative, and Managerial Support (TEAMS) Employees in Non-Exempt Positions.

(a) All newly hired non-exempt TEAMS employees must successfully complete a 6- month probationary period.

(b) All USPS employees changing to a new classification in which they have not attained permanent status must successfully serve a 6-month probationary period in that position.

(2) Probationary Performance Appraisals for Non-Exempt TEAMS and USPS Employees. A probationary performance appraisal is required for all employees serving in a probationary period. Employees must meet the performance standards of their designated position. The performance appraisal rating period shall be the same as the probationary period. The probationary performance appraisal should be completed and presented within the last 30 days of the rating period. If an extended probationary period is required, the rating period shall be extended by the same length of time.

(a) The Dean, Director, or Department Chair, or designee, has the authority to extend by letter a probationary period for up to six (6) months if the employee is not meeting performance standards and the supervisor determines more time is needed for assessment, or

the supervisor decides that additional time is needed for appropriate training or on-the-job experience.

(b) If a performance appraisal is not completed to evaluate an employee's original or extended probationary period, then the employee will be considered to be performing at an acceptable level of competence and thereby default to a satisfactory rating.

(3) Annual Performance Appraisals for Non-Exempt TEAMS and USPS Employees.

(a) The performance appraisal rating period shall normally be 12 months in length, beginning March 1 and ending the last day in February of each year. All annual performance appraisals are due by March 31 of each year.

(b) An employee shall not receive an annual performance appraisal if, by March 1 he or she has less than 60 days in the current position, if the probationary period has ended within 60 days of March 1, or if he or she has been evaluated within the last 60 days for any other purpose.

(c) Prior to a supervisor's departure from his or her position, a preliminary performance appraisal should be completed on all employees that report to that position. This preliminary performance appraisal shall be retained and considered by the incoming replacement supervisor to accomplish the annual appraisal for the affected employees.

(4) Annual Performance Appraisals for TEAMS Employees in Exempt Positions.

(a) The performance appraisal rating period shall normally be 12 months in length, beginning March 1 and ending the last day in February of each year. All annual performance appraisals are due by March 31 of each year.

(b) The initial performance appraisal period for exempt TEAMS employees who are contracted for a 6-month period shall be accomplished via narrative within the last 30 days of

the contract period.

(c) An employee shall not receive an annual performance appraisal if by March 1 they have less than 60 days in their current position, or if their initial 6-month contract period has ended within 60 days of March 1, or if he or she has been evaluated within the last 60 days for any other purpose.

(5) Special Performance Appraisals for USPS and TEAMS Employees. A special performance appraisal shall be conducted whenever it is determined that the employee's performance warrants being evaluated. Special performance appraisals shall be coordinated with the Division of Human Resources. These appraisals may cover a period of no less than 60 days and no more than 180 days.

(6) Record Retention and Forms. A copy of each completed appraisal shall become a part of the employees official personnel file maintained by the Division of Human Resources. The original completed appraisal shall be provided to the employee.

Authority: BOG Regulation 1.001.

Law Implemented 1012.91 FS.

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