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| <b>Name of Policy:</b> Performance evaluation, non-faculty<br><br><b>Policy Number:</b> 3364-25-45<br><br><b>Approving Officer:</b> President<br><br><b>Responsible Agent:</b> Chief Human Resources Officer<br><br><b>Scope:</b> All University of Toledo Campuses |                                   | <br><br><b>Effective date:</b><br>February 7, 2025<br><br><b>Original effective date:</b><br>April 1, 2011 |   |
| <b>Keywords:</b> Moving expenses, relocation, temporary housing, stipend, contract, employment offer  |                                   |   |   |
|   | New policy                        |   | Minor/technical revision of existing policy |
| X   | Major revision of existing policy |   | Reaffirmation of existing policy            |

(A) Policy statement

The university of Toledo embraces a people-first culture and is dedicated to being an employer of choice. We strive to provide clear performance objectives, ongoing coaching and feedback, training, and professional development.

(B) Purpose

The university of Toledo is committed to providing timely and relevant feedback to employees about their job performance, advancement opportunities, areas of strength, and areas for improvement.

(C) Key foundational elements for performance management

The university provides standardized performance evaluation forms and support tools. Each department is required to use these forms; however, additional evaluation aspects may be added after consulting and collaborating with the human resources department. Performance management is an ongoing process that occurs during the rating period. Key elements of this process include:

- (1) Performance planning. Clear performance objectives are identified and communicated at the beginning and throughout the performance cycle. These performance objectives should align with unit and university goals and institutional values.
  - (2) Coaching. Coaching is a tool used to help develop the employee and utilize their talents for individual and institutional success. Coaching should occur on a regular basis and include a discussion of professional development.
  - (3) Feedback. Feedback is information about observed behavior that is appreciative or constructive. Customers, peers, and direct reports can provide important feedback to supplement the supervisor's observations. It is important to gather informal feedback as appropriate throughout the year.
- (D) Types of evaluation
- (1) Mid-Probation. Hourly employees in a probationary status may receive an evaluation at the mid-point of their evaluation period. The feedback may be informal (verbal) or formal (documented).
  - (2) End of Probation. Hourly employees in a probationary status may, as appropriate, receive a final probationary evaluation prior to the end of the probationary period. Probationary periods may be extended by mutual agreement of the appropriate parties.
  - (3) Annual. All employees are to receive an annual performance review.
  - (4) Special. Individuals may have their performance evaluated outside of the evaluation schedule.
- (E) Annual due dates
- (1) Professional staff and fraternal order of police ("FOP"). The annual evaluation period is January first to December thirty-first. The annual evaluations are due to human resources by March first. All performance evaluations will be done according to this schedule, unless an evaluation was previously given to the employee between October first and March thirty-first of the evaluation period. If such an evaluation was issued, no annual evaluation is required until the next evaluation period.
  - (2) Communication workers of America ("CWA"). CWA employees, please refer to the collective bargaining agreement for the evaluation period.

- (3) University of Toledo police patrolman's association ("UTPPA"). The annual evaluation period is from January first through December thirty-first.
- (4) American federation of state, county and municipal employees ("AFSCME"). The annual evaluation due dates are to be staggered throughout the course of the year. This is in an effort to offer relief to departments with large numbers of employees. The staggered due dates will be split alphabetically based on the last name of the employee. All performance evaluations will be done on an annual basis unless an evaluation was given within six months of the end of the period being evaluated and will be based on last name. Please refer to the chart below for the evaluation due dates.

| ALPHA | RATING PERIOD |                          |
|-------|---------------|--------------------------|
|       | Prior year    | DUE DATE<br>Current year |
| A-D   | 1/1- 12/31    | 3/1                      |
| E-K   | 4/1- 3/31     | 6/1                      |
| L-P   | 7/1- 6/30     | 9/1                      |
| Q-Z   | 10/1 - 9/30   | 12/1                     |

(F) Evaluation process responsibilities

- (1) The human resources department will track evaluations received. It is the department director's responsibility to ensure that all evaluations are completed thoroughly and in a timely manner.
- (2) The evaluator is responsible for recording their assessment of the employee for the various values or behaviors listed on the performance appraisal tool. The evaluator's assessment will be based on objective and demonstrated supportable data consistent with job duties contained in the employee's job description.
- (3) If the employee has changed supervisors within the rating period prior to the due date of the annual performance review, the new evaluator is to consult with the previous supervisor and complete a joint performance review. If the previous supervisor is not available, consultation with another person knowledgeable of the employee's past performance should be made.
- (4) Where the employee receives a rating of "does not meet" (one star) in any one of the values or behaviors, the employee must be placed on a

performance improvement plan that includes comments indicating how the employee can reach an acceptable level of performance. The performance improvement plan should include the next dates of review in those areas identified as needing improvement and consequences for failure to meet expectations.

- (5) The evaluator must ensure that the employee's evaluation is conducted in accordance with procedures outlined by human resources.
- (6) Mid- and end-probationary evaluations are the overall responsibility of the department directors. If the employee is unsuccessful in their probationary period, the department director/designee is to contact the human resources department prior to the due date. Probationary removals must be authorized by an appointing authority of the university.

The rater and the employee are required to acknowledge the evaluation. The acknowledgment memorializes the date the evaluation procedures occurred and does not indicate agreement by the employee. The employee may submit a rebuttal to the evaluation to their direct supervisor or to the human resources department within ten business days. The rebuttal shall be placed in the employee's personnel file.

- (7) The original evaluation document is submitted to the human resources department for processing. A signed job description is also to be attached to the performance evaluation, if required.

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| <p><b>Approved by:</b></p> <p>/s/</p> <hr/> <p>Matthew J. Schroeder<br/>Interim President</p> <p><b>Date:</b> February 7, 2025</p> <p><b>Review/revision completed by:</b></p> <ul style="list-style-type: none"> <li>• Chief Human Resources Officer</li> <li>• Executive Vice President for Finance and Administration and CFO</li> </ul> | <p><b>Policies superseded by this policy:</b></p> <ul style="list-style-type: none"> <li>• 3364-25-45 Performance evaluation, no- faculty (Health Science Campus only)</li> <li>• 3364-25-46 Performance evaluation, non-faculty (Main Campus only)</li> </ul> <p><b>Original effective date:</b><br/>April 1, 2011</p> <p><b>Review/revision date:</b><br/>May 7, 2012<br/>July 14, 2013<br/>November 22, 2016<br/>April 19, 2017</p> |
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|  | <p><i>July 18, 2018</i><br/><i>January 22, 2024</i><br/><i>February 7, 2025</i></p> <p><b>Next review date:</b><br/><i>February 7, 2028</i></p> |
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