

<b>Accreditation Standards:</b> 35.1.1, 35.1.2, 35.1.4, 35.1.5, 35.1.6, 35.1.7, 35.1.8,  <b>Revisions:</b> 08/97; 06/04; 10/07; 02/15; 01/18; 07/18; 04/20; 07/20; 1/22; 9/24  <b>References:</b> Ratings Guide	<b>University of Florida Police Department</b>    <b>Department Standards Directive</b>	<b>Responsibility:</b> Personnel  <b>Pages:</b> 06  <b>Related Documents:</b> None
<b>TITLE: PERFORMANCE APPRAISALS</b>		

## 2500 Performance Appraisals

**2500.1 Purpose.** The purpose of this directive is to document the procedures for the administration of employee performance appraisals.

**2500.2 Discussion.** Performance appraisals should measure the performance of an employee's assigned duties. Appraisals provide for an exchange of ideas regarding the employee's current performance of duties and the expectations/goals for future performance. Appraisals also inform employees how their immediate supervisor perceives their current work performance. The overall objective of performance appraisals is to achieve optimal results from department employees by establishing and communicating integrated performance measures and goals. Appraisals shall be used as a tool for the promotional process, for special assignment selections, and possibly merit based raises when so directed by University policy or collective bargaining agreements.

**2500.3 Policy.** It shall be the policy of the department to evaluate employees in accordance with University of Florida personnel rules and regulations as well as the provisions of appropriate collective bargaining agreements. The department also will comply with all performance appraisal procedures set forth by University of Florida's Human Resources (UF HR). Supervisors shall receive training in rating and providing feedback to employees.

### 2500.4 Procedure.

#### A. Appraisals for Law Enforcement Classification Employees, PCO Is, and PCO IIs.

- 1. Frequency.** Law Enforcement Classification Employees, PCO Is, and PCO IIs will receive an appraisal at least annually.
- 2. Appraisal Period.** The appraisal period for Law Enforcement Classification, PCO Is, and PCO IIs is March 1<sup>st</sup> through the end of February of the following year.
- 3. Criteria and Performance Ratings.** Law Enforcement Classification employees, PCO Is, and PCO IIs will be evaluated using the Performance Appraisal Forms created by the Department, UF HR, and the PBA, based on the duties and responsibilities listed on the position description of the position that the employee occupied during the appraisal period. An employee's performance regarding his/her duties or responsibilities shall be rated according to the Ratings

Guide attached to each appraisal. Ratings for Below Performance Standards and Exceeds Performance Standards must have an explanation. The ratings shall be defined as below, and the subsequent processes shall be as listed below.

**a. Below Performance Standards.** Employee fails to meet the performance standards established for the position.

- (1) Such performance is unacceptable, and immediate steps shall be taken by the immediate supervisor to identify specific improvements necessary for the employee to achieve performance standards. The employee shall be notified in writing if he/she is performing at a Below Performance Standards level within any individual criteria or category at least 90 days prior to the end of the evaluation period. When an employee is rated at the Below Performance Standards level, an explanation supporting that rating, as well as a remediation plan, shall be included as part of the appraisal as justification for the Below Performance Standards rating.
- (2) Prior to rating an employee who has permanent status in his/her current class at the Below Performance Standards level, the immediate supervisor shall notify his/her supervisor in order to discuss with UF HR the reasons for proposing a Below Performance Standards appraisal. During this discussion, the immediate supervisor and UF HR will review the requirements of the University rules and other factors which should be given consideration prior to assigning a rating of Below Performance Standards.
- (3) If the overall performance of an employee who has attained permanent status in his/her current class is deemed to be at the Below Performance Standards level, the Department shall follow the applicable union contract.
- (4) If at the time of receiving such an appraisal, the employee is retained by the University, the employee's performance must be re-appraised at least each 60 days thereafter until either:
  - (a) The employee is appraised at least at the Achieves level; or
  - (b) 120 days have elapsed without the employee receiving at least a rating of Achieves. Should the employee be unsuccessful in attaining at least a rating of Achieves, the Department shall initiate action to remove the employee from the class by contacting UF HR.
- (5) The Chief may dismiss an employee from his/her class if adequate improvement is not made in the employee's performance at any time during the subsequent appraisal period following the initial Below Performance Standards rating.

**b. Achieves.** Employee generally meets performance standards. Employee seldom exceeds or falls short of desired results. Employee is able to work independently but sometimes requires direction.

- c. Exceeds.** Employee almost always exceeds performance standards. Employee consistently produces excellent quality work, is innovative, and demonstrates high level leadership qualities.

#### **4. Administration.**

- a.** Prior to receiving their performance appraisals, employees will be provided the opportunity to complete a self-assessment and provide that self-assessment to their immediate supervisor.
- b.** Employees will be appraised by their immediate supervisor.
  - (1)** Every appraisal will cover a specific period of time. The actual beginning and ending dates of the appraisal will be identified on the appraisal document.
  - (2)** Only that work performed during the appraisal period may be considered for the appraisal.
  - (3)** Employees shall not be appraised for a period not yet worked.
- c.** Supervisors completing evaluations should be evaluated regarding the quality of ratings given employees.
- d.** After the supervisor has completed a performance appraisal, the supervisor will review the appraisal with the employee. The review will include:
  - (1)** The results of the appraisal just completed.
  - (2)** The level of performance expected and rating criteria or goals for the next rating period.
  - (3)** Career counseling on topics such as advancement, specialization, or training, when appropriate.
- e.** Following the review, the employee shall be given the opportunity to sign the appraisal. The signature of the employee shall indicate only that the employee's performance and the appraisal form have been discussed with the employee and does not imply that the employee agrees or disagrees with the appraisal.
- f.** If the employee refuses to sign the appraisal, the supervisor shall make a notation of such refusal on the appraisal.
- g.** The employee shall be provided an opportunity to make written comments to supplement his/her performance appraisal.
- h.** Each performance appraisal shall be reviewed and signed by the next level supervisor.

- i. The next level supervisor should ensure that performance appraisal ratings are applied uniformly by the appraising supervisor.
  - j. The employee shall receive a copy of the completed appraisal.
- 5. Probationary Appraisals.** All law enforcement classification employees, PCO Is, and PCO IIs must serve a probationary period in accordance with the applicable union contract. During the probationary period, entry level sworn probationary employees will be evaluated according to the schedule provided in Department Standards Directive 3500 or the Communications Section Operations Manual, as applicable.

**B. Appraisals for TEAMS Employees.**

- 1. Frequency.** TEAMS employees will receive an appraisal at least semi-annually.
- 2. Criteria.** Department personnel who are not covered by a union contract will be appraised using the Semi-annual Check-In Self-Assessment Form and the Semi-annual Check-In Manager Assessment Form through UF Engaged. These employees will be appraised based on the duties and responsibilities listed on the position description of the position that the employee occupied during the appraisal period. All sections of the appraisal must have an explanation.
- 3. Administration.** The appraisal process is conducted electronically in accordance with UF Engaged guidelines as outlined on UF HR's website and the myUFL system.
- 4. Probationary Appraisals.** TEAMS employees serve probationary periods as defined in UF Regulation 3.054. UF Engaged is utilized as the evaluation process, including a probationary mid-point check-in.

**C. Special Performance Appraisals.** Supervisors may conduct a special performance appraisal for a Law Enforcement Classification employee, a PCO I, or PCO II, at any time. Special performance appraisals are generated by UF HR and forwarded to the Department.

**D. Appeals Procedure for Employees.**

- 1. TEAMS employees may file a grievance in accordance with UF Regulation 3.051.
- 2. Employees whose classifications are covered by a collective bargaining agreement may file a grievance in accordance with the provisions of those collective bargaining agreements.

**E. Retention of Appraisals.**

- 1. Field Training Officer performance appraisals for sworn probationary employees, PCO Is, and PCO IIs will be maintained in the employee's department training file.

2. The official performance appraisals for sworn and non-sworn probationary employees will be maintained in the employee's department personnel file. Those files will be retained for the minimum time period established by the State of Florida Retention Schedule. The original of the performance appraisals shall be submitted to UF HR for inclusion in the employee's permanent personnel file.
3. The official performance appraisals for law enforcement classification and PCO IIs who are permanent status employees will be maintained in the employee's personnel file for the minimum time period established by the State of Florida retention schedule. The original of the performance appraisal shall be submitted to UF HR for inclusion in the employee's permanent personnel file.
4. The official performance appraisals for TEAMS employees will be maintained electronically by UF HR.

**F. Probationary Period Extension for Law Enforcement Classification, PCO Is, PCO IIs, and TEAMS Employees.**

1. A probationary period may be extended up to six months when one of the following circumstances occurs:
  - a. The employee is rated at the Below Performance Standards level.
  - b. The supervisor decides that additional time is needed for appropriate training or on-the-job experience.
2. If the employee does not attain a satisfactory level of performance during the probationary period extension, he/she may be dismissed as an unsatisfactory probationary employee.

**G. Probationary Status After Promotion for Law Enforcement Classification, PCO I, PCO II, TEAMS.** The work status of a Law Enforcement Classification, PCO I, PCO II, and TEAMS employee who is subsequently promoted and fails to satisfactorily perform in the new position shall be addressed as follows:

1. The employee shall be notified in writing as soon as possible that his/her work performance is unsatisfactory and that he/she will not attain permanent status in the class. The Department shall provide the employee 90 days to seek a vacant position in a class where previous permanent status had been obtained or in another position for which the employee qualifies.
2. During the 90-day period, UF HR will provide priority referral of the employee to lower-level vacant positions in the Department and in the employee's former University department, if different from the University of Florida Police Department, for which the employee is qualified. These priority referrals will be for vacant positions only. An employee who refuses an offer of employment shall forfeit any rights to continuation of the priority referral process and may resign or action will be initiated to affect the dismissal of the employee for just cause.

3. Should the employee be unsuccessful in securing another position by the expiration of the 90-day period, the employee may be dismissed.

## **2500.5 Glossary.**

**Florida Police Benevolent Association (PBA)** – The exclusive representative for the purposes of collective bargaining with respect to wages, hours, and terms and conditions of employment for all employees included in the State University System Law Enforcement bargaining unit.

**Law Enforcement Classification** – This classification covers sworn employees in the following positions: Law Enforcement Officer, Law Enforcement Investigator, Law Enforcement Sergeant, and Law Enforcement Lieutenant.

**Permanent Status** – A status earned by an employee in a class, after completing the specified probationary period for the class with satisfactory service, which provides the employee with rights to remain in the class or to appeal adverse action taken against the employee while serving in the class.

**Technical, Executive, Administrative, and Managerial (TEAMS)** – All past A&P employees. All non-sworn employees hired after January 7, 2003. All supervisors with rank of Captain or higher.

RLH 06/95 Filed: Performance Appraisals.

Approved: \_\_\_\_\_  
Bart Knowles, Chief

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