**State University of New York at Fredonia**

**Classified Employees**

**Performance Program & Evaluation**

**Instructions and Form**



Overview

The Performance Program and Evaluation cycle is the annual, contractually required process that establishes performance objectives and reviews and assesses an employee’s performance against those objectives.

Instructions

Every classified employee has a Performance Program (PP) and Performance Evaluation (PE) completed annually. To realize maximum benefits from the Performance Management cycle Supervisors need to:

1. Solicit an **optional** 1-page summary of performance accomplishments achieved during the current evaluation cycle. Supervisors are encouraged to contact their immediate supervisor to secure their perspective regarding the employee’s performance.
2. Prepare draft PE and PP forms and schedule a mutually convenient time to meet with the employee and discuss the draft PE and PP forms.
3. Meet with the employee to review and discuss draft PE and PP forms. As necessitated by information exchanged in the meeting, the supervisor modifies the draft PE and PP forms.
4. Secure the employee’s signature on the finalized PE and PP forms, provide employee with a signed copy of both forms, forward the original forms to Human Resources, and provide copies as per distribution list. *Note – employee must sign form to confirm receipt of program and evaluation.*
	* The Evaluation shall include a *summary characterization* of the employee’s performance as either “Satisfactory” or “Unsatisfactory” ([[1]](#footnote-1)).
	* The supervisor shall also utilize the evaluation rating scale (e.g.: “Outstanding,”
	“Highly Effective,” “Satisfactory,” etc.) for the criteria listed on the form.
5. The employee may provide written commentary regarding Evaluation. If commentary is included, it shall be listed on, or attached to the form and placed in the employee’s official personnel file.

**State University of New York at Fredonia**

**Classified Employee—Performance Program Form**

 Employee Name

 Department

 Evaluation Period      \_\_\_\_\_\_\_\_\_\_\_\_\_ To      \_\_\_\_\_\_\_\_\_\_\_\_\_

 Budget Title

 Immediate Supervisor

**Performance Program-Objectives**

List the primary or important tasks of the incumbent’s position and briefly describe how you expect each to be performed. Your expectations should be expressed in terms of quality and/or quantity where possible. See [www.cs.state.ny.us/tsplan/tsp.html](http://www.cs.state.ny.us/tsplan/tsp.html) for a complete list of Classification Standards.

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(attach an additional page if necessary)

SUNY Fredonia prides itself on an outstanding workforce and a safe, collegial, working environment. To support organizational excellence, *SUNY Fredonia employees shall be knowledgeable of, understand, and comply with all applicable Federal and State laws and SUNY Fredonia Policies.* This includes completion of all compliance training. Failure to comply with university policies may lead to disciplinary action, up to and including termination, subject to the terms and conditions of the prevailing collective bargaining agreement.

Signatures

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Supervisor’s Supervisor (Facilities Services only) Date

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Supervisor Date

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Employee (confirms receipt of program) Date

cc: Official Personnel File

 Employee

 Supervisor

Rev. 03/24/14

1. Supervisors must contact Human Resources if considering a ranking of Unsatisfactory. As per Article 40 of the CSEA *Agreement*, employees may appeal an Unsatisfactory evaluation rating by submitting an appeal within 15 days of receipt of the Performance Evaluation. The appeal form can be found at <http://www.fredonia.edu/humanresources/pdf/AppealForm.pdf>.

Rev. 3/24/14 [↑](#footnote-ref-1)