

## Collective Bargaining Agreement Contractual Snapshot and Timelines

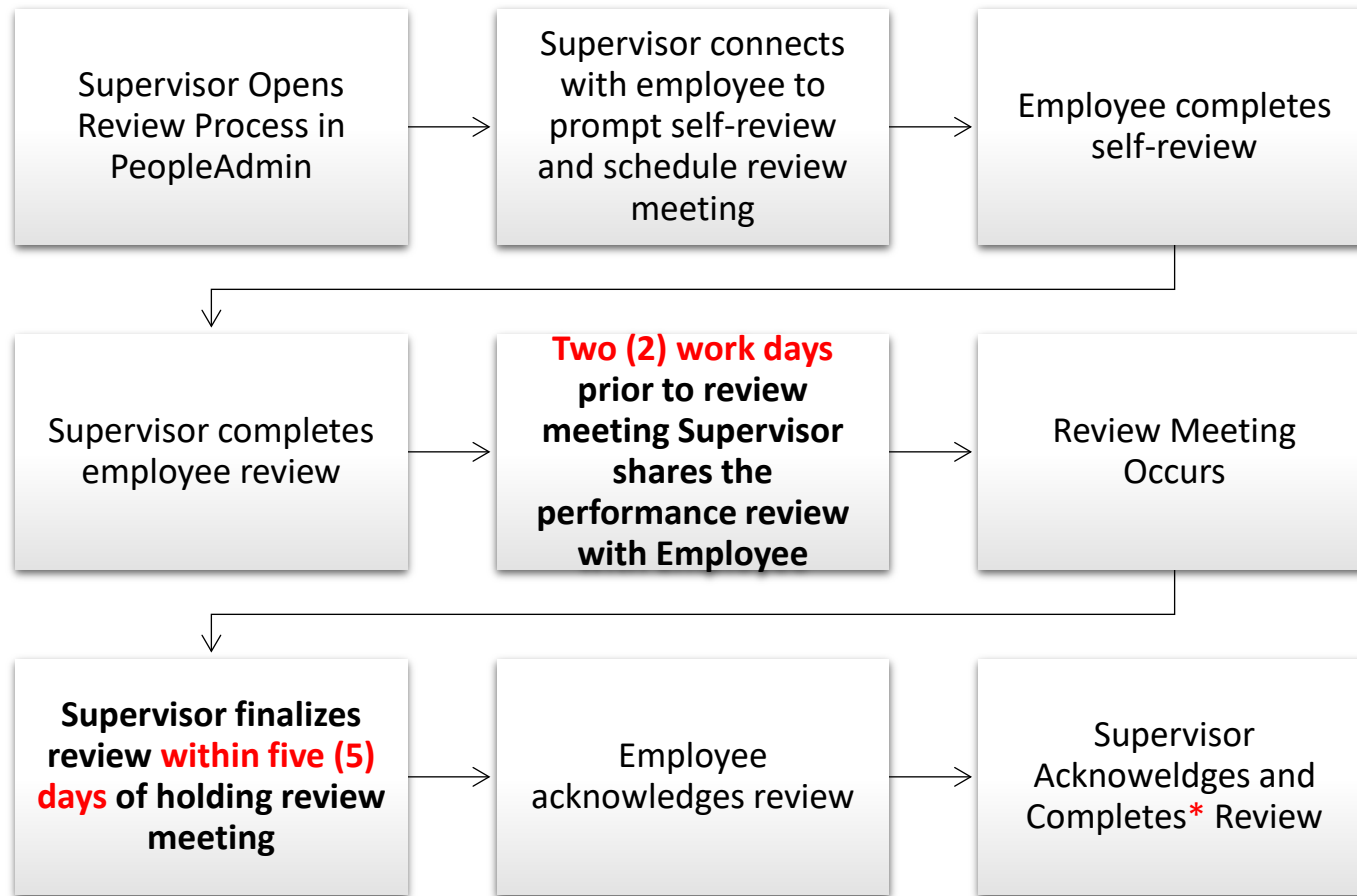
### **UVMSU Performance Review Overall Snapshot -**

Performance reviews will be conducted each year. Informal follow-up consultations during the year are encouraged.

- Supervisor and employee examine the past year's goals and the prior year's performance evaluation prior to creating the current year's goals and review. This examination of prior review and goals occurs before meeting about the current year's performance review.
- Supervisor ensures that the employee has a paper or electronic copy of the employee's Position Description (PD) and directs the employee to complete an Annual Self-Review.
- Supervisor reviews the PD and the completed self-review from the employee, as long as it is timely provided by the employee, and then completes the Annual Employee Performance Review.
- At least **two (2) work days** prior to the performance review meeting, supervisor provides the employee with a paper or electronic copy of the Supervisor's Annual Employee Performance Review.
- Supervisor meets with the employee to discuss the information provided in both the employee's self-review and the supervisor's evaluation. The meeting will establish goals and areas for professional development for the upcoming year.
- As a result of this meeting, supervisor may change their draft evaluation.
- Within **five (5) days** of holding the meeting with the employee, supervisor finalizes the review and a paper or electronic copy is provided to the employee.
- Employee acknowledges receipt of the final review in the system or signs the final evaluation for the supervisor to upload.
- Supervisor uploads the Annual Self-Review Form and signed Annual Employee Performance Review Form into PeopleAdmin.
- Supervisor acknowledges completion of the review process in PeopleAdmin.
- Employees have **thirty (30) days** from their review meeting to request a meeting with management representative(s) and a union steward to discuss their evaluation and suggest changes if they have concerns.
- Supervisors are encouraged to track the thirty (30) days from the review meeting.

Exact contractual language related to performance evaluations is located in Article 14 of the [UVMSU CBA](#).

## UVMSU Performance Review Timeline - Exact contractual language related to performance evaluations is located in Article 14 of the [UVMSU CBA](#).



\* Employees have **thirty (30) days** from their review meeting to request a meeting with management representative(s) and a Union Steward to discuss their evaluation and suggest changes if they have concerns. Supervisors are encouraged to track thirty (30) days from the review meeting.

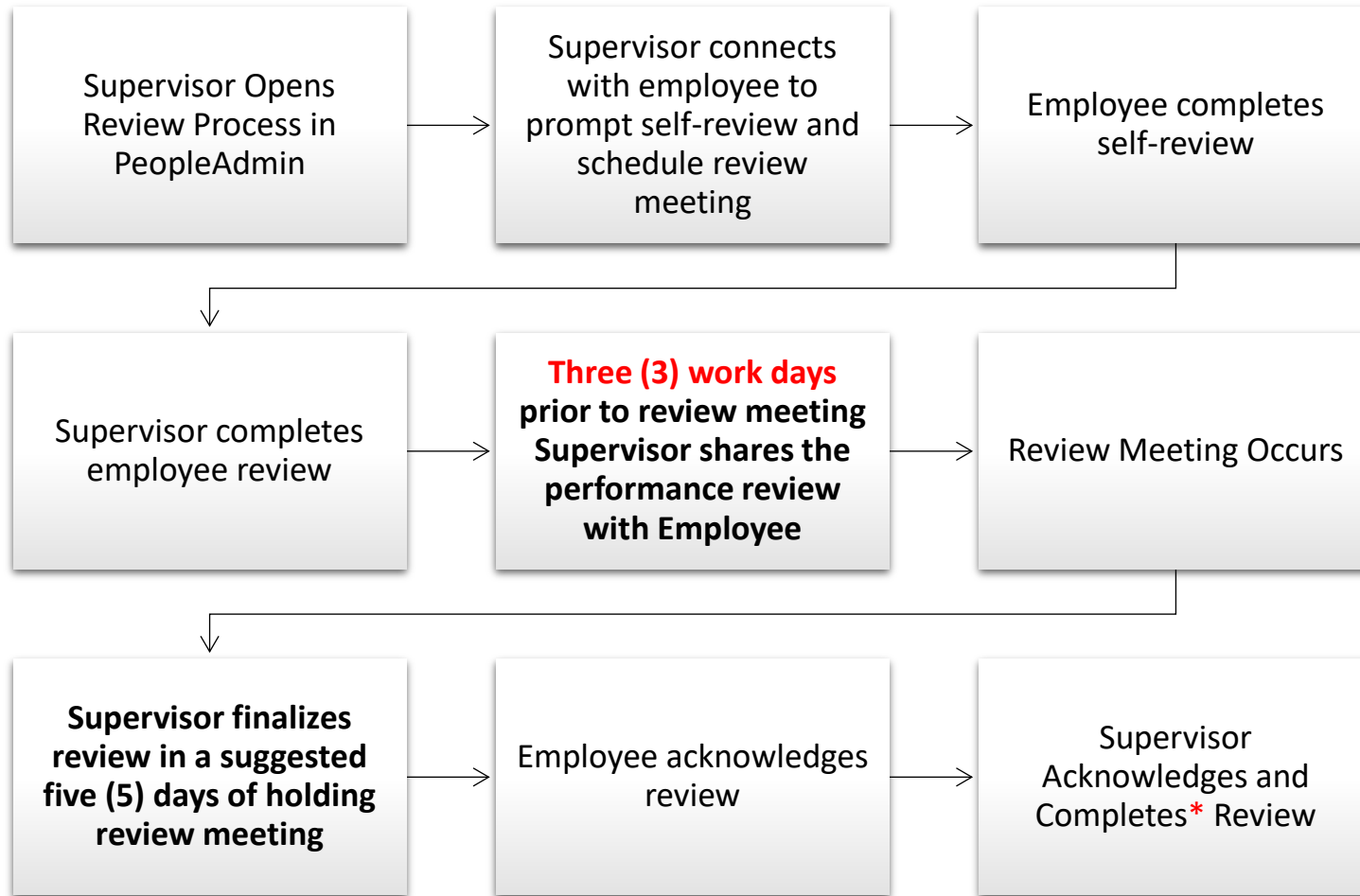
## UE Performance Review Overall Snapshot –

Performance reviews will be conducted each year.

- Supervisor initiates review and directs employee to complete the self-review.
- Supervisor completes the Annual Employee Performance Review.
- Supervisor sets meeting with employee to discuss performance review.
- At least **three (3) work days** prior to the performance review meeting, supervisor provides the employee with a paper or electronic copy of the Supervisor's Annual Employee Performance Review.
- Supervisor meets with the employee to discuss the information provided in both the employee's self-review and the evaluation made by the supervisor.
- Within a reasonable timeframe, supervisor finalizes the review and a paper or electronic copy is provided to the employee.
- Employee acknowledges receipt of final review in the system or signs the final evaluation for the supervisor to upload.
- Supervisor uploads the Annual Self-Review Form and signed Annual Employee Performance Review Form into PeopleAdmin.
- Supervisor completes the review process by acknowledging as the supervisor in PeopleAdmin.
- Employees have **thirty (30) days** from their review meeting to request a meeting with management representative(s) and a Union Steward to discuss their evaluation and suggest changes if they have concerns.
- Supervisors are encouraged to track the thirty (30) days from the review meeting.

Exact contractual language related to performance evaluations is located in Article 12 of the [United Electrical CBA](#).

**UE Performance Review Timeline** - Exact contractual language related to performance evaluations is located in Article 12 of the [United Electrical CBA](#).



\* Employees have **thirty (30) days** from their review meeting to request a meeting with management representative(s) and a Union Steward to discuss their evaluation and suggest changes if they have concerns. Supervisors are encouraged to track thirty (30) days from the review meeting.