

Employee Questions/Comments
2480-Regular Staff Evaluation Process

<u>Questions/Comments #1</u>	
Questions/Comments	<p>Julie –</p> <p>There may be a word missing in the section on telecommuting – or maybe one word too many was left...? See the highlighted words below:</p> <p><u>Telecommuting Agreements</u> During the annual review, if the staff member has a current Telecommuting Agreement, a new Telecommuting Agreement must be submitted to HR with a July 1 effective date in order for the telecommuting arrangement to continue into the new fiscal year.</p> <p>Could be:</p> <p>...in order for the telecommuting agreement to continue another year. OR</p> <p>...in order for the telecommuting agreement to continue.</p> <p>Or any number of other potential fixes but I don't think it reads correctly as is.</p> <p>Thanks,</p> <p>~ angie</p>
Response(s)	<p>Thank you, Angie!! I really appreciate it. ☺</p> <p>Julie</p>

<u>Questions/Comments #2</u>	
Questions/Comments	<p>Julie,</p> <p>I reviewed the staff evaluation policy. When looking at the evaluation documents, I'm confused. what is the difference between the staff evaluation and the staff supervisor evaluation? Is the staff supervisor form completed by a staff member and the supervisor or is the supervisor's supervisor the "supervisor " in that scenario? Does that need clarification or am I the only one confused?</p> <p>Kara</p> <p>Kind of. In the procedure, who completes the two forms? Both documents are to be completed by "the supervisor" and "the staff". I assume in the staff supervisor document, the term "staff" is referring to the staff supervisor. Is that true? The other way to read it is that</p>

	<p>staff members are involved in the evaluation of the supervisor, although that doesn't really make sense.</p> <p>Kara</p>
Response(s)	<p>Hi, Kara.</p> <p>The difference between these two evaluation forms is the addition of an added section on the Staff Supervisor Evaluation Form where a supervisor will be assessed on their management and supervisory skills. For example, whether or not they effectively delegate work to their staff while maintaining accountability or provide prompt and consistent feedback and direction to their staff.</p> <p>Those staff employees who do not serve as supervisors will complete the Staff Evaluation Form. Those staff employees who do serve as supervisors will complete the Staff Supervisor Evaluation Form.</p> <p>Do these explanations help answer your questions?</p> <p>Julie</p> <p>Hi, Kara.</p> <p>Similar to the faculty evaluation form, the staff forms are completed by the staff member as a mechanism for self-review as well as their supervisor where both parties comment on the staff members job performance during the applicable job performance period.</p> <p>Does this help?</p> <p>Julie</p>

Questions/Comments #3	
Questions/Comments	<p>Hi – should “year” also be struck through? The sentence doesn't make sense at the end... Thanks! <input type="checkbox"/></p> <p>During the annual review, if the staff member has a current Telecommuting Agreement, a new Telecommuting Agreement must be submitted to HR with a July 1 effective date in order for the telecommuting arrangement to continue into the new fiscal year.</p> <p>Sheryl Elliott</p> <p>It's totally up to you guys! Works for me, though!</p> <p>Sheryl Elliott</p>
Response(s)	<p>Hi,</p> <p>I had another employee also catch the error. Would the following changes work?</p>

	<p><u>Telecommuting Agreements</u> During the annual review, if the staff member has a current Telecommuting Agreement, a new Telecommuting Agreement must be submitted to HR with a July 1 effective date in order for the telecommuting arrangement to continue for another into the new fiscal year.</p> <p>Julie</p>
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<u>Questions/Comments #4</u>	
Questions/Comments	<p>One comment on page 3</p> <p>Other (this is not in regards to telecommuting, it is a separate item.)</p> <p>Other specific details regarding staff performance evaluations will be as communicated by the Office of Human Resources.</p> <p>Peter Solie</p>
Response(s)	<p>Hi, Peter.</p> <p>Great catch. Thank you!!</p> <p>Julie</p>

<u>Questions/Comments #5</u>	
Questions/Comments	<p>Hi Julie, Please clarify for me if faculty is considered regular staff, and so this policy pertains to any evaluation I might have?</p> <p>Thank you,</p> <p>Jaime Abel</p> <p>Thank you!</p> <p>Jaime Abel</p>
Response(s)	<p>Hi, Jaime.</p> <p>Faculty performance evaluations fall under procedure <u>2481-Faculty Evaluation Process</u>.</p> <p>Julie</p>

<u>Questions/Comments #6</u>

Questions/Comments	Hi Julie, I think this is a fair assessment with the new changes. Thank you. Terri Mebane
Response(s)	Thank you, Terri! 😊