



## **Facilities Services Department Performance Review Appeal Process Policy**

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Applies to: All Employees in Facilities Services

Issued: June 9, 2014

Updated:

### **POLICY**

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This policy provides a method for the appeal process of a performance review rating. Facilities Services employees who choose to appeal a performance review rating or evaluation must follow the appeal process. All appeals must be submitted by employees within 30 calendar days of receiving his/her review or within 30 calendar days of the issued date of this policy, June 9, 2014. The purpose of this policy is to standardize the appeals process throughout the Facilities Service Department. It is meant to establish a framework that will provide a more timely conclusion of the appeal process, which will benefit both the employee and the university.

### **DEFINITIONS**

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- 1) **Right of Appeal**— An employee who disagrees with an evaluation required by university Procedure No. HRP0129 has the right to appeal any given rating with his/her immediate supervisor within 30 days of receiving and signing his/her performance review.
- 2) **Refusal of Signature**— Signing a performance review only indicates an employee has been presented the performance review, it does not indicate that an employee agrees with the review. If an employee does refuse to sign his/her performance review document, the failure to sign it does not extend or negate the timeline for the appeals process. In this instance the employee will have 30 days from receiving the document to appeal a given rating.
- 3) **Supporting Evidence**— It is the employee's responsibility to provide specific evidence to refute a rating they believe to be inaccurate.

### **POLICY GUIDELINES**

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#### **Section A: Appeal to Immediate Supervisor**

- 1) Within 30 calendar days from receiving the performance rating, an employee may appeal the rating to his/her immediate supervisor. The appeal must be made in writing to the supervisor. If an employee were to go out on Family Medical Leave (FML) during this 30 day period, the timeline would be adjusted accordingly.
  - a) An employee's refusal to sign a performance review document does not alter the 30 day appeal period deadline.
- 2) The supervisor must respond to the appeal within 15 business days of receipt of the appeal. If a response is not possible within that time period, the supervisor shall notify the employee when a response will be given.
- 3) It is the responsibility of the employee to provide evidence of why the process or decision was inaccurate. The employee is given only one opportunity to appeal on all issues and shall not bring additional issues into the process after the appeal deadline has expired.
- 4) It is the direct supervisor's responsibility to consider every piece of relevant evidence presented when considering a revision of a performance review rating.



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- 5) In the event any portion of the original performance review is overturned, the employee will be provided a copy of the revised review rating. Only the revised performance review will be retained in the employee's personnel file as the official evaluation of record.

### **Section B: Appeal to Next Levels of Supervision**

- 1) If an employee is not satisfied with the decision resulting from the appeal with the immediate supervisor, the employee may immediately appeal the decision to the supervisor's direct supervisor. The appeal must be made in writing within ten business days after receiving the supervisor's decision.
  - a) The employee will present the same evidence originally presented in the first appeal to the supervisor's direct supervisor.
  - b) No additional issues shall be brought into the process after the 30 day deadline.
  - c) It is the supervisor's responsibility to consider every piece of relevant evidence presented when considering a revision of a performance review rating.
- 2) In the event that the employee is not satisfied with the decision of the supervisor's direct supervisor, the appeal can be taken to the employee's unit director, and ultimately to the office of the Associate Vice Chancellor. Such appeals must be made in writing within ten business days after receiving the previous appeal decision.
  - a) It is the responsibility of the employee to provide evidence of why the process or decision was inaccurate during previous steps of the appeal process.
  - b) It is the responsibility of the unit director and/or Associate Vice Chancellor to consider every piece of relevant evidence presented when considering a revision of a performance review rating.

### **Section C: Result of Appeal**

- 1) In the event any portion of the original performance review is overturned, the employee will be provided a copy of the revised review rating. The revised performance review will be retained in the employee's personnel file as the official evaluation of record. Documentation of the appeal will also be retained in the employee's personnel file.
- 2) In the event that an appeal is denied and no portion of the original performance review document is altered, documentation of the appeal will be retained in the employee's personnel file.