

## **ARTICLE 15: PERFORMANCE EVALUATION**

### **A. Definition**

Performance Evaluation is a constructive process to acknowledge the performance of a non-probationary employee. An employee's evaluation shall be sufficiently specific to inform and guide the employee in the performance of her/his duties. Performance evaluation is not in and of itself a disciplinary procedure.

### **B. Evaluation Of Employees**

1. The performance of each employee shall be evaluated at least annually, in accordance with a process established by the employer. Nothing in this Article shall prohibit the written evaluation of any employee more frequently than once annually.
2. The performance of non-probationary employees shall be evaluated in writing at least annually on a schedule in accordance with performance evaluation procedure(s) used for non-represented employees at the Laboratory. At the time of evaluation, the employee shall be given a copy of the evaluation and shall have the opportunity to provide written comments regarding the evaluation or add relevant materials which may supplement or enhance the evaluation. The comments or additional relevant materials, if any, shall be attached to the employee's evaluation and placed in the employee's personnel file.
3. In the event a non-probationary employee does not receive the written evaluation, the employee's performance for the year period shall be deemed to have been satisfactory for the purposes of salary management.