

XIII. APPRAISAL OF WORK PERFORMANCE

A. POLICY

Appraisal of work performance shall be made fairly and objectively on a continuing basis and shall be discussed with the employee from time to time, but at least once annually.

B. PROCEDURE

1. Job Content

The responsibilities of each position will be explained to the employee by their supervisor at the time of hire or whenever job responsibilities have materially changed. Job responsibilities should be reviewed and discussed from time to time to ensure that the employee and supervisor have a common understanding. The position description (for functional activities) should be reviewed and further defined or modified, as necessary.

2. Standards of Performance

No less than annually, the supervisor and employee should develop a mutual agreement of the significant aspects of the job, the performance goals, and the level of performance expected.

3. Performance Appraisal

- a. No less than annually, via the performance appraisal process, each supervisor will compare each employee's actual performance with the performance goals developed in previous discussions. This may be a composite evaluation for employees working in more than one program area. The supervisor will collect information from all pertinent sources.
- b. Consistent with the defined purpose of AURA scientific staff, all members of the scientific staff will be evaluated with respect to their research and service efforts annually for the purpose of salary increases.
- c. The supervisor will complete a written performance evaluation and discuss this evaluation with the employee from time to time, no less than once per year, being certain to solicit the employee's own views. The performance appraisal will be submitted to Center/Site Human Resources Office. A copy of the performance appraisal will be provided to the employee.
- d. The employee is encouraged to submit written comments as part of the appraisal process for inclusion with the employee's performance appraisal.

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