

Regulation Number	Subject	Effective Date	Revised Date
4.0180R	Evaluation and Recognition	02/01/06	
Responsible Division / Department: Administration & Finance / Human Resources			
<input checked="" type="checkbox"/> New Regulation	<input type="checkbox"/> Major Revision of Existing Regulation	<input type="checkbox"/> Minor/Technical Revision of Existing Regulation	<input type="checkbox"/> Reaffirmation of Existing Regulation

I. OBJECTIVE & PURPOSE

The purpose of this regulation is to evaluate performance, acknowledge excellence in performance, communicate performance effectiveness, aid in improving performance in assigned duties, and if necessary, to develop a performance plan to assist in correcting deficiencies for the employee not meeting performance standards. This regulation is applicable to Administrative employees and Support staff not subject to collective bargaining agreements.

II. STATEMENT OF REGULATION

- A. The University shall establish procedures to conduct periodic performance reviews. Each employee shall be evaluated at least annually on the basis of total performance in fulfilling assigned responsibilities.
- B. The evaluation should be considered in making personnel decisions.
- C. The University shall establish programs to recognize employee performance, years of service, and other celebratory achievements.

References: 1001.74, FS.; 1001.75, FS. and relevant Collective Bargaining Agreements

History: NEW 2-1-06; Repealed 6C9-4

Adopted by the University of North Florida Board of Trustees as part of the University's Personnel Program on January 26, 2006.

Formerly 4.008