

Bowie State University Police Department

General Order



<i>Subject: Performance Rating System</i>	<i>Number: 22</i>
<i>Effective Date: May 6, 1998</i>	<i>Rescinds: Art. 22.1</i>
<i>Approved: Capt. B. S. Biscoe</i>	

This article consists of the following sections:

- 22.1** *Structure*
- 22.2** *Performance Rating Categories*

22.1 **Structure**

22.1.1 The Campus Director of Human Resources may establish a format for the evaluation of attendance, work quantity, work quality, or any other pertinent factor of employee performance, and may amend or revoke such format as may be necessary from time to time.

22.1.2 The Director shall establish standards and cause a Performance Management Process (PMP) evaluation to be conducted for all employees working under his/her authority to be made not less than once each year as directed by the BSU Department of Human Resources..

- a. Such evaluation shall be reported to the Campus Director of Human Resources at such times and in such form as the Director shall prescribe.
- b. The initial evaluation shall be made by the immediate supervisor of the member whose services are rated and, wherever practicable, shall be reviewed by a higher supervisory authority.
- c. The Director or his/her designated representative shall discuss the final rating with the member who is rated.

22.1.3 The BSUPD shall prepare evaluations four (4) times a year by each assigned supervisor.

- a. Each Supervisor will meet with their assigned subordinates on a quarterly basis to discuss their performance appraisal.

- b. Evaluation Dates: 5/1 - 7/31
8/1 - 10/31
11/1 - 1/31
2/1 - 4/30

- c. Yearly due in Human Resources - 5/15
(5/1 - 4/30 time frame)

22.1.4 The evaluation process shall be done once during the quarter, and every member whose evaluation is due within that particular quarter shall be rated during that evaluation process and supplied a copy of the quarterly evaluations.

22.1.5 When a supervisor concludes during the annual rating period that a member is in danger of receiving an annual rating of "unsatisfactory," he/she shall give a written notification of warning to the member at least 90 days prior to the end of the member's annual rating period.

- a. The supervisor shall serve the member with the notification and keep a signed copy for the member's personnel file.
- b. The supervisor shall also schedule a conference with the member to:
 - (1) Insure that the member understands the warning notification; and
 - (2) Instruct the member as to what actions he/she can take to improve his/her performance so that it may be raised to at least a satisfactory level.

22.1.6 Whenever a supervisor gives a member a rating of "superior" or "unsatisfactory," he/she shall substantiate the rating with a narrative justification or supplying documentation..

22.1.7 Prior to meeting with the member, when the supervisor has completed the member's rating report, he/she shall submit the report to his/her superior for review and signature.

22.1.8 Upon completion and review by the rater's supervisor of the rating report, the rating supervisor shall have a conference with the member.

- a. The supervisor shall:
 - (1) Review the results of the rating with the member;
 - (2) Work out with the member the level of performance, rating criteria that should be used, and career goals within the department for the new rating period; and
 - (3) Review with the member such areas as advancement within the department, specialization that the member might wish to pursue, or training that the member might need.

- b. The supervisor shall also have the member sign the rating report.
 - (1) The member's signature simply means that he/she has seen his/her rating and in no way indicates that he/she either agrees or disagrees with it.
 - (2) If the member refuses to sign, the supervisor shall acknowledge this fact and record the reason for the member's refusal to sign.
- c. The member shall also be given an opportunity to make written comments about the rating, which shall serve as a supplement to the rating report.
- d. The member shall be given a copy of the signed rating report upon the conclusion of the rating conference.

22.1.9 A member may appeal his/her rating.

- a. The appeal shall be submitted in writing, through channels, to the Director within 15 days of his/her receipt and acknowledgment of the rating.
- b. The Director shall review the appeal and rating, and discuss the rating with the rater and the rater's supervisor, before making a final decision on the appeal.
- c. The Director shall notify the member in writing of his/her final decision within 15 days of receipt of the appeal.
- d. At no time will the Director make changes to the initial rating.

22.1.10 The rating report, written comments by the member, and all appeal documents shall be placed in the member's personnel file in accordance with the university's records retention schedule.

22.1.11 Other evaluation forms may at times be required for members by the administration, such as at the end of a probationary period, training period, promotion, or at termination of employment.

22.2 Performance rating Categories

22.2.1 Superior:

A "Superior" rating may be awarded only when all aspects of a member's performance of assigned duties exceeds normal requirements and are outstanding to the point of deserving special recognition.

22.2.2 Exceeds Standards:

An "Exceeds Standards" rating shall be awarded when a member's performance fully meets all job requirements and is consistently superior in the major duties of the position.

22.2.3 Meets Standards:

A "Meets Standards" rating shall be assigned when a member's overall performance meets job requirements.

- a. If any performance factors or requirements are not being met, rating officials shall bring this to the rater's attention.
- b. Rating officials shall discuss satisfactory ratings with members concerned, identifying areas of performance that require improvement and exploring courses of action that may be initiated to improve performance.

22.2.4 Needs Improvement:

A "Needs Improvement" rating shall be assigned when a member's overall performance fails to meet job requirements and is consistently deficient in the major duties of the position. The rating official shall evaluate pertinent job elements with the ratee and record appropriate comments for the purpose of clarifying corrective action necessary on the ratee's part.

22.2.5 Unsatisfactory:

An "Unsatisfactory" rating shall be assigned when an employee's performance fails to meet the minimum requirements of the majority of duties of the occupied position.

- a. The rating official shall identify the pertinent job elements which are especially important to the position and in which the member is deficient.
- b. The member shall be advised of which job requirements he/she is failing to meet satisfactorily and what can be done to bring his/her performance up to a satisfactory level.

