



October 12, 2006

M E M O R A N D U M

TO: All Faculty and Staff

FROM: Brett L. Morris
Assistant Vice President for Human Resources

SUBJECT: Change in Employee Performance Evaluation Period (OHR 2007-009)

The evaluation period for non-faculty employees will now be based on calendar years rather than fiscal years. Till now, we have had an evaluation period each fall that covered the previous fiscal year. Now we will have an evaluation period in January and February that covers performance during the previous calendar year.

This change will shorten the time between job performance evaluations and potential compensation rewards. Another advantage is that supervisors will not need to work on staff evaluations during the busy fall season. There will be no evaluation period this fall.

For this transition year only, the evaluation period will span from September 1, 2005-December 31, 2006. After that, evaluations will be based on job performance during the previous calendar year. The table below reviews the time frames.

Evaluations to Be Completed	Time Period the Evaluations Address
October-December 2006	No annual evaluations due
January-February 2007	September 1, 2005-December 31, 2006
January-February 2008	Previous calendar year (January-December 2007)
January-February 2009	Previous calendar year (January-December 2008)

Thank you for your cooperation as we move toward our new evaluation period.

OHR 2007-009