



## RUTGERS POLICY

**Section:** 60.9.45

**Section Title:** Legacy UMDNJ policies associated with Human Resources

**Policy Name:** Sanctions for Late Appraisals

**Formerly Book:** 30-01-20-60:00

**Approval Authority:** Senior Vice President for Administration

**Responsible Executive:** Senior Vice President for Administration

**Responsible Office:** University Human Resources

**Originally Issued:** 5/1/1994

**Revisions:** 11/4/2010; 7/1/2013; 10/10/2013 (Updated title)

**Errors or changes?** Contact: [policies@hr.rutgers.edu](mailto:policies@hr.rutgers.edu)

1. **Policy Statement**  
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.
2. **Reason for the Policy**  
To provide guidelines to assist legacy UMDNJ departments/units.
3. **Who Should Read This Policy**  
All Rutgers employees who are employed in legacy UMDNJ positions.
4. **Related Documents**  
N/A
5. **Contacts**  
University Human Resources: 848-932-3020
6. **The Policy**

### 60.9.45 SANCTIONS FOR LATE APPRAISALS

#### I. REFERENCES

Human Resources Policy Manual

- |    |  |                |
|----|--|----------------|
| A. | Performance Evaluations                    | Policy 60.9.28 |
| B. | Introductory Period for Confidential Staff | Policy 60.9.34 |
| C. | Probation Period                           | Policy 60.9.54 |

## II. POLICY

All employees employed within legacy UMDNJ positions are to be provided formal, written probationary and annual performance evaluations and re-evaluations, if applicable, when due. It is incumbent upon all managers to ensure that such performance evaluations for the individuals they supervise are given within thirty (30) days of the due date. Managers who are not in compliance with this requirement will be subject to corrective actions and sanctions specified in this policy.

## III. PROCEDURES

- A. University Human Resources shall provide reports of employees (by department and unit) whose evaluations are due within sixty (60) days. It is each manager's responsibility to identify eligible employees and raise any concerns with University Human Resources.
- B. Managers shall follow the legacy UMDNJ Performance Evaluation, Probationary Period and Introductory Period policies and procedures and submit the completed evaluations to the University Human Resources by the date when the evaluations are due. If there is an increase related to the evaluation, the manager shall initiate same along with the evaluation. Managers not in compliance with this policy may be subject to disciplinary actions which shall be based on the severity of the violation.
- C. The Chancellors, Vice Chancellors, Vice Presidents, Deans, Department Heads and Directors, are responsible for enforcing these standards.
- D. The Chancellors, Vice Chancellors, Vice Presidents or Dean has the responsibility to provide updated information on all late evaluations to University Human Resources, including any legitimate reasons why evaluations are late. The only acceptable circumstances preventing a timely evaluation would be an authorized Leave of Absence, termination of employment, or a completed but delayed evaluation due to marginal performance.
- E. University Human Resources will maintain all performance evaluation data.