# STOCKTON UNIVERSITY

# PROCEDURE

**Performance Evaluation for Classified Employees**

Procedure Administrator: Associate Vice President for Human Resources
Authority: N.J.A.C. 4A: 6-5.1 to 5.3
Effective Date: January 5, 2009; May 30, 2009; August 10, 2010; January 5, 2011; December 29, 2018; December 16, 2021
Index Cross-References: Policy VI-10.3 Performance Evaluation
Procedure File Number: 6305
Approved By: Dr. Harvey Kesselman, President

All Stockton University classified employees are subject to a performance evaluation on an annual basis. The evaluation may be for the purpose of: consideration for promotion, performance improvement, or communication of employee performance. The evaluation shall be conducted within the NJ electronic Performance Assessment Review (ePAR) system and shall consist of an analysis of the employee's job performance in relation to their position description and the goals previously set forth in writing by the employee's supervisor after consultation with the employee.

The University is required to apply the Performance Assessment Review (PAR) in accordance with the New Jersey Civil Service Commission (CSC) rules and regulations and negotiated union agreements.

**PROCEDURE UTILIZED FOR CLASSIFIED EMPLOYEES:**

The PAR is an assessment tool that utilizes a three-level rating scale (exceptional, successful and unsatisfactory), and requires three meetings within the rating cycle: goal/expectation setting, an interim meeting, and a final meeting.

The principal participants in the ePAR are the Ratee (the employee being rated), the Rater (the immediate supervisor(s) during the relevant review period who receives and assigns the work), and the Reviewer (the Rater's supervisor(s) or manager(s)).

Further details of the evaluation process can be found in the ePAR User Guide on the Civil Service Commission website and the Stockton PAR webpage.

**TRAINING:**

The University provides on-line tutorial training to prepare employees new to the ePAR system. The training includes familiarization with development of the various ePAR rating components (e.g., Job Expectations, Performance Factors, Rating Computations, Justification Sheet and Development Plan, and Significant Performance Events Fact Sheet).

Review History:

| | Date |
|---|---|
| Procedure Administrator | 10/29/2021 |
| Divisional Executive | 11/10/2021 |
| General Counsel | 11/18/2021 |
| Cabinet | 12/16/2021 |
| President | 12/16/2021 |