

UNIVERSITY COUNTER PROPOSAL

June 5, 2025

Performance Evaluation

1. All bargaining unit employees' performance shall be evaluated on an annual basis by their immediate supervisor.
2. All bargaining unit employees will be notified at least two four months in advance about the review process, including timing, procedures, and information they should expect to provide and receive in their formal annual evaluation.
3. Bargaining unit employees will complete a written self-appraisal and return it to their immediate supervisor at least one month prior to the performance evaluation meeting. The self-appraisal will provide an opportunity for the employee to indicate interest in promotion, and/or professional development related to the employee's current position or career path.
4. The supervisor's evaluation will be in writing and must include an overall assessment of performance in their job duties, including whether or not the bargaining unit employee's performance was satisfactory. At the supervisor's discretion, the evaluation may also include a more detailed assessment of specific performance areas. The supervisor's evaluation will be provided to the bargaining unit employee at least one (1) business day 48 hours prior to the performance evaluation meeting. Reasonable requests for an extension of time to hold the performance evaluation meeting will be granted.
5. Any goals or benchmarks for the upcoming year set in the performance evaluation meeting will specify how achievement of the goal will be evaluated, will should be objective, measurable, and directly related to the employee's job duties. The supervisor will make reasonable efforts strive to support the bargaining employee's efforts to achieve the identified goals or benchmarks.
6. The bargaining unit employee's self-appraisal and the supervisor's evaluation shall be signed by both the bargaining unit employee and the supervisor. Such signatures shall indicate receipt and review.
7. Bargaining unit employees shall have the right to respond in writing to any written comments made in their evaluation and to have those comments attached to the evaluation and included in their personnel file.

The University of Pittsburgh reserves the right to add to, delete from, or modify any proposal herein prior to final agreement. Any withdrawal of a proposal is without prejudice to the University. Any tentative agreements reached between the parties on any proposals shall not become final until (1) the parties have reached final agreement on a full collective bargaining agreement, and (2) the Union membership has ratified the full collective bargaining agreement.

8. If a bargaining unit employee indicates interest in professional development, their immediate supervisor will strive to provide professional development opportunities related to the employee's current position or career path.

9. Performance Improvement Plans.

- 9.1. Should the Employer determine, based on the evaluation of any bargaining unit employee, that their performance is unsatisfactory in any area, the evaluator and the bargaining unit employee will meet to formulate a performance improvement plan (PIP) to remedy the unsatisfactory performance.
- 9.2. The PIP shall include concrete steps to be taken by the bargaining unit employee to remedy their performance, how these steps will be measured, and a timeline for the required improvement.
- 9.3. The PIP will be issued to the bargaining unit employee.
- 9.4. Bargaining unit employees who fail to satisfy the requirements of a PIP may be subject to discipline up to and including termination, pursuant to Article __, Discipline and Discharge.

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