

**ARTICLE 12**  
**PERFORMANCE EVALUATION**

**A. EVALUATION**

1. Performance Evaluation is a constructive process to acknowledge the performance of a nurse. A nurse's evaluation shall be sufficiently specific to inform and guide the nurse in the performance of her/his duties. The performance of each nurse shall be evaluated at least annually, in accordance with a process established by the University. The evaluation of each nurse shall be based on the individual nurse's performance and not on financial consideration. If a nurse is not given an opportunity to perform on a particular element, the University will note on the performance evaluation that the factor was not applicable, and the nurse's evaluation shall not be negatively impacted. Nurses shall not have their evaluation negatively impacted by their use of sick leave permitted under the terms of Article 19, Sick Leave, unless the nurse has received disciplinary action.
2. The University will, sixty (60) calendar days prior to implementing a new performance tool, provide a copy of the proposed tool to CNA. Following request by the Association, the University will meet with the Association to discuss the new tool. It is the intent of the University to support the nurse's role as a patient advocate.
3. If there is no evaluation on record within a one year period a nurse may request an evaluation which shall be completed within fifteen (15) calendar days unless the parties agree otherwise.

**B. NOTICE**

1. Nurses who receive an overall "needs improvement" rating shall have received notice of her/his deficiencies, including information about how to correct such deficiencies, prior to receiving such overall evaluation.
2. In the event a nurse has not received notice of deficiencies in sufficient time to correct her/his deficiencies prior to receiving the overall "needs improvement" rating, she/he may request and, within thirty (30) calendar days shall receive, a re-evaluation of her/his performance. The thirty (30) day period may be extended by mutual agreement.

**C. NURSE RESPONSES TO AN EVALUATION**

Subsequent to receiving a University performance evaluation, a nurse may write comments pertaining to her/his evaluation or add relevant materials which may supplement or enhance the evaluation. When such written comments or materials are received from the nurse, they shall be attached to the performance evaluation and placed in the nurse's personnel file in which performance evaluations are maintained.

**D. DISPUTES**

Disputes arising regarding the content of the performance evaluation shall not be subject to the grievance and arbitration procedures of this Agreement. Performance evaluations are not considered an independent step in the disciplinary process, although they may be used as a form of corrective action.