

2021-2022 AFT PROFESSIONAL STAFF ASSESSMENT ONLY CALENDAR

July 2021 (September 2021 for ten (10) month employees)

AFT professional staff employees serving in multi-year contracts and their supervisors should complete the Annual Performance Appraisal System Form (APAS) for the appraisal period of July 1, 2020 – June 30, 2021 (September 1, 2020 – June 30, 2021 for ten (10) month employees) and prepare the APAS form for the next appraisal period, July 1, 2021 – June 30, 2022 (September 1, 2021 – June 30, 2022 for ten (10) month employees). **Note:** this calendar applies to the professional staff in multi-year contracts who are not undergoing reappointment. Division Goal(s) and/or Unit Goal(s), Employee Outcomes, Achievement Targets, and Measures should be discussed and established and the APAS for the next appraisal period should be prepared as close to July 1st as possible to ensure that job expectations are clear for both employee and supervisor.

Note: APAS Forms should not be submitted to Employee Relations at this time. The prepared 2021-2022 APAS and complete, evaluated 2020-2021 APAS shall be submitted to Employee Relations on or before **Friday, November 12, 2021**, in accordance with the calendar dates below.

Friday, September 24 (on or before)

AFT professional staff employees serving in multi-year contracts shall submit his/her APAS self-appraisal to the appropriate supervisor for the appraisal period of July 1, 2020 through June 30, 2021 (September 1, 2020 – June 30, 2021 for ten (10) month employees).

Friday, October 1 (on or before)

Supervisors completing the APAS Forms shall review and consult with their Managers regarding their assessment of the professional staff they supervise prior to the individual meetings with employees.

Friday, October 15 (on or before)

Supervisors shall hold formal assessment meetings with their employees regarding the APAS for the appraisal period July 1, 2020 – June 30, 2021 (September 1, 2020 – June 30, 2021 for ten (10) month employees). At this time, the Results and/or Analyses, Action Plans and Supervisor Comments should be assessed on the APAS. In addition, the Division Goals and/or Unit Goals, Employee Outcomes, Achievement Targets and Measures must be prepared and developed for the July 1, 2021 – June 30, 2022 (September 1, 2021 – June 30, 2022 for ten (10) month employees) APAS, if this has not already been done. **Job descriptions** should be dated and may be revised if necessary.

Friday, October 15 (on or before)

Supervisors shall note their comments/recommendations in writing on the APAS forms.

Friday, October 22 (on or before)

Supervisors shall forward the completed APAS forms for appraisal period July 1, 2020 – June 30, 2021 (September 1, 2020 – June 30, 2021 for ten (10) month employees), along with copies of the current job descriptions and prepared, unevaluated APAS forms for the next appraisal period, July 1, 2021 – June 30, 2022 (September 1, 2021 – June 30, 2022 for ten (10) month employees), to the Administrative Officers next in line.

Friday, November 5 (on or before)

Administrative Officers shall note their comments/recommendations in writing on the APAS forms for appraisal period July 1, 2020 – June 30, 2021 (September 1, 2020 – June 30, 2021 for ten (10) month employees). If a negative recommendation is made, the administrative officer must notify the candidate in writing and the candidate may request a meeting.

Administrative Officers forward the completed APAS forms, job descriptions and unevaluated APAS forms for the next appraisal period, July 1, 2021 – June 30, 2022 (September 1, 2021 – June 30, 2022 for ten (10) month employees), to the Division Head.

Friday, November 19 (on or before)

Division Heads shall note their comments/recommendations in writing on the APAS forms for appraisal period July 1, 2020 – June 30, 2021 (September 1, 2020 – June 30, 2021 for ten (10) month employees). If a negative comment/recommendation is made, the division head must notify the candidate in writing and the candidate may request a meeting.

Division heads forward the completed APAS forms, job descriptions and unevaluated APAS forms for the next appraisal period, July 1, 2021 – June 30, 2022 (September 1, 2021 – June 30, 2022 for ten (10) month employees), **to the Office of Employee Relations**. All signed and completed APAS forms received by the Office of Employee Relations are placed in the employees' personnel files.

Note: At every level of review, professional staff must be notified in writing if there is a negative comment/recommendation and he/she may request a meeting with the supervisor making the comment/recommendation. The meeting shall be held before the comment/recommendation is submitted to the administrator next in line and professional staff have the option of requesting the presence of a union representative at the meeting as an observer/advisor only. At least 48 hours prior notice of the scheduled meeting will be given to the employee unless waived by him/her. Professional staff may also respond to negative comments/recommendations in writing, which will be attached to the APAS and included in his/her file.