

## 2023-2024 AFT PROFESSIONAL STAFF ASSESSMENT ONLY CALENDAR

### 2023

#### July 2023 (September 2023 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 current appraisal period of July 1, 2022 – June 30, 2023 (September 1, 2022 – June 30, 2023 for ten (10) month employees) and prepare the APAS form for the next appraisal period, July 1, 2023 – June 30, 2024 (September 1, 2023 – June 30, 2024 for ten (10) month employees).

**Note: This calendar applies to the professional staff in multi-year contracts who are not undergoing reappointment. Core 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 1<sup>st</sup> 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 complete, evaluated 2022-2023 APAS and prepared 2023-2024 APAS shall be submitted to Employee Relations on or before Friday, November 17, 2023, in accordance with the calendar dates below. All reappointment applications and supporting documentation MUST be submitted in DIGITAL format and all documents MUST be signed.**

#### Friday, September 22, 2023 (on or before)

AFT professional staff employees serving in multi-year contracts shall submit his/her/their APAS self-appraisal to the appropriate supervisor for the current appraisal period of July 1, 2022 through June 30, 2023 (September 1, 2022 – June 30, 2023 for ten (10) month employees).

#### Friday, September 29, 2023 (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 13, 2023 (on or before)

Supervisors shall hold formal assessment meetings with their employees regarding the APAS for the current appraisal period July 1, 2022 – June 30, 2023 (September 1, 2022 – June 30, 2023 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 Core Goals and/or Unit Goals, Employee Outcomes, Achievement Targets and Measures must be prepared and developed for the July 1, 2023 – June 30, 2024 (September 1, 2023 – June 30, 2024 for ten (10) month employees) APAS, if this has not already been done. **Job descriptions** should be dated and may be revised if necessary.

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

#### Friday, October 20, 2023 (on or before)

Supervisors shall forward the completed APAS forms for the current appraisal period July 1, 2022 – June 30, 2023 (September 1, 2022 – June 30, 2023 for ten (10) month employees) along with copies of current job descriptions and a prepared, unevaluated APAS forms for the next appraisal period, July 1, 2023 – June 30, 2024 (September 1, 2023 – June 30, 2024 for ten (10) month employees), to the Administrative Officers next in line.

**Friday, November 3, 2023 (on or before)**

Administrative Officers shall note their comments/recommendations in writing on the APAS forms for the current appraisal period July 1, 2022 – June 30, 2023 (September 1, 2022 – June 30, 2023 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, current job descriptions and unevaluated APAS forms for the next appraisal period, July 1, 2023 – June 30, 2024 (September 1, 2023 – June 30, 2024 for ten (10) month employees), to the Core Head.

**Friday, November 17, 2023 (on or before)**

Core Heads shall note their comments/recommendations in writing on the APAS forms for the current appraisal period July 1, 2022 – June 30, 2023 (September 1, 2022 – June 30, 2023 for ten (10) month employees). If a negative comment/recommendation is made, the core head must notify the candidate in writing and the candidate may request a meeting.

Core heads forward the completed APAS forms, job descriptions and unevaluated APAS forms for the next appraisal period, July 1, 2023 – June 30, 2024 (September 1, 2023 – June 30, 2024 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/they 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/them. Professional staff may also respond to negative comments/recommendations in writing, which will be attached to the APAS and included in his/her/their file.