

## Classified Staff Performance Review Process

### Policy

In accordance with the Ohio Administrative Code, section 123:1-29-02, the university provides classified employees with the opportunity to request a review of their performance appraisal. Filing a request for review through this process does not preclude an employee from writing a rebuttal to the performance evaluation.

### Procedure

#### 1. Filing a Request for Review – Second Level Supervisor

Employees may request a review of their performance appraisal within fourteen (14) workdays of the receipt of their performance appraisal from their immediate supervisor.

The request for a review must be in writing to the next level supervisor. The second level supervisor may meet with the employee and his/her immediate supervisor, or he/she may conduct a review of performance appraisal form and any supporting material submitted by the employee and the immediate supervisor. The second level supervisor shall issue a response to the employee and the immediate supervisor in writing stating the conclusions reached as a result of the review within fourteen (14) workdays of receipt of the request for a review.

#### 2. Filing a Request for Review – Appointing Authority

If the employee is not satisfied with the response from the second level supervisor, he/she may request a review by the Vice President for Human Resources (appointing authority) or designee within fourteen (14) workdays of the response issued by the second level supervisor. The request must be in writing. No meeting will be held. Additional documentation or information may be requested from the involved parties. A written response will be forwarded to the employee within thirty (30) workdays. The decision of the Vice President for Human Resources is final.