

## PERFORMANCE EVALUATIONS — BUSINESS AGENT'S REPORT

By Frans Van de Ven

### BACKGROUND

The Union Office has been fielding questions regarding the use and misuse of performance evaluations.

The UBC Human Resources web site describes performance evaluations as a “valuable tool for both the manager and employee to discuss job performance over the past year, goals and expectations for the future and plans on how to achieve these goals.”

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For 2950 members, it recommends two performance evaluations during the probationary period and one per year thereafter.

The employer does not mandate a particular tool for performance evaluation, but does suggest a template for those departments wishing to use one.

Worth noting is the “Statement of Purpose.” According to the Employer, a performance evaluation has the following purposes:

- to link individual and organizational goals and assist individual growth and development,
- to sustain dialogue on work performance,
- to have a record of job performance, and
- to recognize employee performance.

None of these goals are couched in disciplinary language. That is the key.

### THE COLLECTIVE AGREEMENT

Nothing in the Collective Agreement prevents the University from monitoring an employee's performance.

In fact, the Union encourages constructive feedback on a regular basis to prevent minor problems and miscommunication from escalating into more serious problems.

Article 23.01 of the Collective Agreement specifically contemplates challenging or grieving any adverse report placed on an employee's record. A negative performance evaluation fits the bill.

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### **ADVICE TO MEMBERS**

If your supervisor invites you to sit down to discuss your performance to date and ongoing goals, take up the invitation. You really have no choice.

Don't neglect to give your own input. Keep it positive and forward-looking. This is not a good occasion to bring up grievances, especially past ones.

If the conversation turns negative or has a disciplinary tone, consider asking for Union representation.

Article 8.02 of the Collective Agreement requires a steward for any meeting wherein the employer "wishes to discuss dissatisfaction with the work of an employee which *may* lead to disciplinary action" (emphasis added).

If the meeting results in a written appraisal, you have the right to a copy. It should be provided promptly, either at the conclusion of the discussion or shortly thereafter. You also have the right to make written comments on anything contained within the document.

Remember that should you get a negative appraisal, you have the right to challenge it. The best approach is to receive the document and then discuss your options with a steward or the Union Office.

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## **INFLATION CALCULATOR**

### **CUPE/Canadian Association of Labour Media**

There is an online "inflation calculator" on the CUPE website. It calculates inflation over the years and shows if your wages are keeping up with changing prices.

The calculator uses the all-items Consumer Price Index (CPI) as a measure of inflation for different locations in Canada.

To use the calculator, first select your location, then enter the years that you want to compare, and finally enter your initial wage or dollar amount. The results are calculated automatically below.

For instance, a wage of \$5.00 in 1975 was equivalent to \$18.45 in 2005 dollars using the Canadian CPI.

Check it out at [www.cupe.ca/cpicalculator.php](http://www.cupe.ca/cpicalculator.php).