
 University of Pittsburgh Police Department Rules and Regulations Manual	Reference Number: 2-20
	Issue Date: December 5, 2016 Reviewed: 12/2018
	Effective Date: Immediately upon release
	Rescinds: All Previous
	Amends: N/A
Title: EMPLOYEE PERFORMANCE REVIEWS	 By Order of James K. Loftus, Chief of Police

1.0 POLICY

The University of Pittsburgh Police Department (UPPD) will conduct (at the minimum) an annual evaluation on all employees to determine individual performance levels.

2.0 PURPOSE

Employee performance reports portray an employee's strengths and weaknesses and serve as measurements of individual work performance. By documenting work performed in relation to job requirements, the supervisor and employees can develop a program for improvement and thereby achieve personal and organizational goals and objectives.

3.0 SUPERVISOR ROLE

The supervisor will complete the important task of evaluating a subordinate's job performance in a purely fair, accurate and objectionable manner. Performance reports are designed to be based specifically on standards of job performance and not value judgements by the supervisor. Employees have a right to know what a supervisor expects of them, and a supervisor must have the skill to conduct performance and counseling reviews.

4.0 DOCUMENTATION

Once completed, the Employee Performance Report will be reviewed by the unit specific Lieutenant and appropriate members of the Command Staff. After the review is complete, the report will be kept in the employees personal file for future review to determine if objectives and goals are being reached at appropriate levels. The report will not and cannot be used as basis for determining salary adjustment; however, the report will be used for a tool to develop employees to meet acceptable departmental performance.