

**STAFF AFFAIRS COMMITTEE**  
Wednesday, February 4, 2015  
10:00am - Murie 330

The Staff Affairs Committee met today and discussed the item(s) as indicated below.

Those attending in person included: Dean Ojala (power plant , Jenel Merrifield, Mathew Mund, and Jeff Baxter.

Those attending via teleconference included: Melody Hughes, Jane Gloseclose, Jennifer Youngberg, Susie Carson, and Nicole Dufour.

The only remaining item from last agenda was discussion concerning staff evaluations. Brad Lobland (HR Director) responded to an email sent to him asking about the policy. His response is attached and essentially indicates annual staff evaluations are mandatory and if an employee has not been evaluated as required, after speaking to their supervisor should contact HR.

Jennifer provided insight that highlighted the fact that while annual evaluations are required by regulation, they are also required for accreditation purposes and are therefore tracked by HR. A periodic report is sent to the Chancellor and information is conveyed to Deans and Directors if any unit's rate appears unsatisfactory.

This committee is willing to help get the word out to staff that they should feel free to contact HR if they are not being evaluated as required.

With no other agenda items, there was some short discussion concerning this committee being proactive in looking for ways to promote positive work environments. In light of our current financial situation, it would be helpful to verify information before passing it along as fact. For instance, the Chancellor at the last Staff Council meeting indicated it will probably be the end of March before anything is known about personnel cuts and the end of April before anything is known about program cuts. Any information prior to those timelines needs to be scrutinized carefully!

The next Staff Council meeting will be Monday, March 2 at 8:45am in Wood Center and the next Staff Affairs Committee meeting will be Wednesday, March 4 at 10am in Murie 330.

Thanks,  
Jeff Baxter  
Chair, Staff Affairs Committee

1 attachment - email correspondence between Jeff Baxter and Brad Lobland



Jeff Baxter &lt;jbaxter2@alaska.edu&gt;

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**Re: Annual Evaluations**

1 message

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**Bradley Lobland** <balobland@alaska.edu>

Wed, Jan 7, 2015 at 12:15 PM

To: Jeff Baxter &lt;jbaxter2@alaska.edu&gt;

Cc: Jane Groseclose &lt;jsgroseclose@alaska.edu&gt;, mrschrage &lt;mrschrage@alaska.edu&gt;

Happy New Year Jeff!

Thank you for your email. Employees should be evaluated annually as indicated in the regulation. However, there are extenuating circumstances that sometimes prevent supervisors from fairly completing them, such as:

New Supervisor  
Interim or Acting Managers  
Position is out of date which is difficult to accurately evaluate  
Employee was on extended leave

If a supervisor is unable to evaluate due to a legitimate reason then that supervisor should write a memo to the employee's file indicating when the evaluation will be completed.

Step increase are not withheld anymore due to the fact staff do not receive annual increases as in the past, we receive a COLA (Cost of Living).

Supervisors who just plain refuse to complete the evaluation should be counseled by HR and their supervisor as to the importance of healthy evaluations and feedback.

In our current budget climate employees, who are evaluated and who may be exceptional, may not receive an in-grade step adjustment as it is strictly up to the supervisor to reward based on equity, budget, performance and behavior.

I would be more than happy to come and speak with you and staff council about this further and in the meantime please refer frustrated employees to HR for assistance.

Best,  
Brad

On Mon, Dec 8, 2014 at 3:35 PM, Jeff Baxter <jbaxter2@alaska.edu> wrote:

Hi Brad,

During a recent meeting of the Staff Affairs Committee (from Staff Council) an issue came up and I was hoping for some input from you.

Some staff employees are not being evaluated each year as required. The employees who have made this known to folks on our committee claim they have even asked their supervisor directly to no avail.

We were curious if the regulation regarding this matter has been changed or is there still supposed to be some sort of documentation in the HR record of the supervisor if they do not complete annual evaluations on their

employees. The BOR regulation that was brought up is R04.07.030. Performance Evaluation, which mentions the documentation in the supervisor's HR record.

As an employee, it's difficult to operate if you're not receiving feedback from your supervisor. Additionally, the regulation indicates that employees who do not have a current evaluation on file are not eligible for a step increase. We know that you have addressed some comments voiced recently via the Grapevine, but we are concerned that greater involvement might be necessary and we're willing to help any way we can.

Thanks in advance for your response on this issue. If you are interested in meeting with the committee to discuss this topic, we would be happy to include you on our January meeting agenda (January 7, 2015 at 10am in Murie 330).

Thanks,

Jeff

**Jeffrey A. Baxter**

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Please note the Biology and Wildlife Office will be closed for the winter holiday December 24th and will reopen January 5th

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Brad A. Lobland, Director  
Campus Ethics Officer  
UAF Office of Human Resources  
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