

ARTICLE 13. PERFORMANCE AND DEVELOPMENT REVIEW

Section 1. Timing and Procedure

The performance of each employee shall be reviewed following ninety (90) days of initial employment and annually thereafter. A formal performance and development review shall include a written self-review by the employee, a written review by the supervisor, and a meeting between the supervisor and employee to review and discuss the feedback. Any signatures on the review shall indicate only that the review was received.

An employee has the right to submit a written response that is sent to HR in regards to the performance and development review, which shall be included in the employee's personnel file. The supervisor shall then have the opportunity to amend their review based on the employee's response.

Section 2. Standard of Review

RAICES shall develop a uniform standard of performance review which will emphasize the importance of assessing performance based on the quality of an employee's work and without bias, including, but not limited to, intrinsic bias or systemic bias, such as white supremacy or patriarchy, as aligned with RAICES mission. RAICES will further emphasize that consideration should be given to the totality of an employee's contribution to RAICES. Among other things, the performance review is intended to provide an opportunity for coaching and feedback. An overall score will be assigned to each reviewed employee based on the following scale: 1=unsatisfactory; 2=needs improvement; 3=meets expectations; 4=exceeds expectations; and 5=outstanding. Employees shall be entitled to file an appeal of their performance review, including the score, to HR within seven (7) business days of receiving the performance review; HR shall schedule an appeal review within fourteen (14) business days. The employee is entitled to have a Union representative present at the appeal review.

Section 3. Supervisor Review

Employees shall have the opportunity to complete an annual written supervisor review. The supervisor review will be provided to the supervisor's manager and to human resources. An employee's request to keep the supervisor review confidential from the supervisor will be granted and RAICES will take all reasonable steps required to preserve confidentiality. Employees may also communicate with human resources and/or the supervisor's manager if they have concerns about their supervisors.