



## Not in Good Standing

Updated \ \ March 7, 2025

### Not in Good Standing for Performance

Employees **will be** identified as “Not in Good Standing” for Performance if:

- The most recent performance evaluation (annual or midpoint) dated on or after the previous fiscal year start date has an overall rating of “Not Meeting Expectations” or “Unsatisfactory” and there is documentation that the rating was discussed with the employee.
- Employee has received notification of non-renewal for performance.
- They are a supervisor and are not up-to-date on their performance evaluations according to the divisional performance evaluation schedule.
  - Divisions can grant extensions to supervisors due to extenuating circumstances in line with their divisional performance evaluation schedule.

Employees **cannot** be identified as “Not in Good Standing” for Performance for the following reasons:

- The most recent performance evaluation (annual or midpoint) has an overall rating of “Not Meeting Expectations” or “Unsatisfactory” but is dated prior to the previous fiscal year start date.
- Received a letter of expectation (LOE) and the most recent performance evaluation was satisfactory.
- Received a letter of discipline and the most recent performance evaluation was satisfactory.
- Currently have a pre-disciplinary meeting scheduled or have recently had a pre-disciplinary meeting.
- Are under investigation and/or on paid administrative leave.
- Are on an approved medical or non-medical leave and the employee received an overall satisfactory performance rating on their most recent performance evaluation.
- Have been issued a notice of layoff or non-renewal for funding, budget, or program redirection.
- Supervisor has performance concerns, but the employee received an overall satisfactory performance rating on their most recent annual or mid-point performance evaluation.
- Received unsatisfactory performance ratings in one or more job responsibility of the evaluation, but the overall performance rating was “Meeting Expectations” or “Satisfactory.”

Supervisors **cannot** be identified as “Not in Good Standing” for Performance for the following reasons:

- The previous supervisor was responsible for an evaluation, but did not complete it, and the current supervisor has not had sufficient time to complete the evaluation and/or sufficient time or information to evaluate the employee.
  - The current supervisor should be encouraged to complete the evaluation as soon as possible and appropriate given the situation.
- The supervisor is on an approved medical or non-medical leave and the supervisor was up to date on their performance evaluations according to the divisional performance evaluation schedule as of the leave start date.
- The employee is refusing to acknowledge the evaluation (by not signing it, for example).

