

April 1, 2011

**E-MEMO**

**TO:** President, Vice Presidents, Deans  
Directors and Department Heads

**FR:** Sam Connally  
Vice President for Human Resources

**RE: Close of 2011 Performance Appraisal Cycle  
(HR Due Date Extended to May 1, 2011)**

As the 2011 performance appraisal cycle (for calendar year 2010 performance) draws to a close, I have a couple of updates for departments and UBMs and a modest schedule adjustment we hope will help.

**Archive Requirements for Performance Appraisals**

In an effort to support the University's green initiative, I previously announced that performance evaluations would be retained in department records and that copies did not need to be submitted to HR. The state records retention schedule requires copies of staff evaluations to be retained for five years after the employee's separation from employment. Retaining records at the department level for this period of time is not practical. Consequently, we will continue to require that copies of performance evaluations be submitted to Human Resources as the custodian of these records.

To remain as "green" as possible, you may send copies electronically if you have scanning capacity. The most efficient process is to scan and email each appraisal separately, so we can upload them directly to our electronic file storage system, without having to print them. You may also scan up to 50 pages of performance appraisals in a single .pdf file. To send appraisals electronically, email the .pdf file to [performance@louisville.edu](mailto:performance@louisville.edu). If you do not have scanning capacity, of course, you may send hard copies through campus mail as you have in the past.

**Summary Report of Appraisal Ratings**

As conveyed in my Feb 15 Performance Appraisal Guidelines, departments must submit a summary report of performance appraisal ratings to Human Resources at the end of the evaluation cycle. Rating summaries will be used to audit salary increases. Step-by- step instructions for submitting this report are available under HR Items of Interest at <http://louisville.edu/hr/itemsofinterest>, as "Performance Appraisal University Report Directions."

The Budget Office is distributing salary increase guidelines to Unit Business Managers today. Contingent on budget planning assumptions reflected in these guidelines, regular FT and PT staff employees **with satisfactory performance or above** will be eligible for an across-the-board salary increase effective July 1, 2011, in one of the following amounts:

- \$1200 salary increase for staff employees earning up to \$40,000 (prorated by FTE) or
- 3.0% of base salary increase for staff employees earning over \$40,000.

UBMs will need to update position control records in PeopleSoft with projected salary increases by April 15, in order to meet Budget Office deadlines. This work obviously takes priority over recordkeeping. Consequently, we are extending the due date for departments to send copies of performance appraisals and summary appraisal to Human Resources from April 15 to May 1, to help smooth out this work load.

Feel free to contact Mary Elizabeth Miles, Director of Staff Development & Employee Relations, at 852-6688 or [maryelizabeth.miles@louisville.edu](mailto:maryelizabeth.miles@louisville.edu) if you have any questions. Thank you.