

CUPE 391 FAQ – Performance Appraisals

What do I do if I don't agree with my performance appraisal?

Based on advice from our CUPE National representative, the Union recommends the following:

Discuss your concerns with your supervisor, and see if they are willing to change the appraisal.

Given the wording on the evaluation form, "I have read this appraisal of my performance and it has been discussed with me," it is okay to sign it - it doesn't imply agreement or disagreement. Refusal to sign could be grounds for discipline for insubordinate behaviour.

If you disagree with some or all of the content of the appraisal, then write immediately above or below your signature, "*I do not agree with this evaluation.*"

Contact a member of the Grievance Committee ASAP to initiate a grievance on your behalf. Only through a grievance can you change an incorrect evaluation. E-mail grievance@cupe391.ca, and copy executive@cupe391.ca. You have only thirty days for a grievance to be filed as per the grievance process in our Collective Agreement.

The basis of the grievance would be:

- * the employer has the right to conduct performance evaluations.
- * like any management right, it must be exercised in a fair and reasonable manner.
- * an inaccurate evaluation is not fair and reasonable, and therefore is a violation of Article 4 of the Collective Agreement ("Rights of Management").

Your task in a grievance would be to substantiate that the evaluation is inaccurate. Remember that just because you don't like an evaluation means you have a winnable grievance: *it must be an inaccurate evaluation.*

More questions? Please contact a member of the Grievance Committee.

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