

# Wake Forest University

## ANNUAL PERFORMANCE REVIEW ELIGIBILITY REQUIREMENTS

### **Annual Performance Reviews are to be completed for:**

1. All regular full-time and part-time staff employees (regularly scheduled to work a minimum of 1000 hours annually). Temporary staff employees do not receive annual performance reviews.
2. Probationary employees who completed their probationary period during the review period provided the ending date of the review period is at least six (6) months after completion of the Six-Month Performance Review. Otherwise the Annual Performance Review is optional at the discretion of the supervisor.
3. Regular full-time or part-time employees who transferred to Wake Forest University from the Wake Forest University School of Medicine during the review period. The supervisor will have the option of considering a review from the employee's former employer if the report covers portions of the WFU review period.
4. Employees who, on the last day of their review period, are on Paid Time Off (PTO), Workers' Compensation or Family and Medical Leave, provided they worked at least six (6) months during the review period.
5. Employees who, on the last day of their review period, are on Leave Without Pay, provided they worked at least six (6) months during the review period.
6. Employees who, on the last day of their review period, are on Short-Term or Long-Term Disability, provided they worked at least six (6) months during the review period.

Questions regarding the above eligibility requirements may be referred to the Employee Relations Administrator (x5242).