



## CSUEU EMPLOYEE

It is the appropriate administrator's or designated evaluator's responsibility to properly evaluate employees. If, before starting the evaluation process, there are any questions, please contact the Human Resources Director. If an evaluation is going to be negative, please first contact the Human Resources Director. A performance evaluation is considered a draft evaluation until it contains the signature of the appropriate administrator.

**Article 10 of the CSUEU Collective Bargaining Agreement outlines the process for employee performance evaluation.**

**10.1** Employees shall be subject to periodic performance evaluations. Such evaluations should be a review of the employee's performance and should be based upon job-related criteria. Employee performance evaluations are for the purpose of evaluating individual employee performance and for providing guidance for performance development and improvement. Employee evaluations shall not be negatively affected by layoffs.

**10.2** A written record of a performance evaluation shall be placed in the employee's personnel file. The employee shall be provided with a copy of the written record of the performance evaluation prior to its placement in the personnel file. Regardless of the overall performance evaluation rating scale, or other terms that a campus may use to evaluate overall performance, the campus shall use the term "satisfactory" to indicate an acceptable level of performance.

**10.3** A permanent employee shall be evaluated at least once each year.

**10.4** A probationary employee shall be evaluated by the end of the third (3rd), sixth (6th), and eleventh (11th) month of the probationary period, unless the employee has earlier been rejected during probation.

**10.5** A temporary employee shall be evaluated at periodic intervals.

**10.6** The evaluator shall submit a draft evaluation for the employee's review, input, and discussion.

**10.7 The employee shall be given up to five (5) days to review the draft evaluation and provide input, if any, to the evaluator.**

**10.8** The evaluator shall consider input provided in the five (5) day period in preparing the final performance evaluation, and prior to placing it in the employee's personnel file.

**10.9** Upon request of the employee or the evaluator, the evaluator and the employee shall meet to discuss the evaluation. Such a meeting shall take place within seven (7) days of the request.

**10.10** Upon request of the employee and subsequent to the meeting between the employee and the evaluator, the appropriate administrator, the evaluator, the employee, and the employee's representative, if any, shall meet to discuss the evaluation. Such a meeting shall take place within fourteen (14) days of the request at a mutually agreeable time and location.

**10.11** If an employee disagrees with the record of a performance evaluation which has been placed in his/her personnel file, the employee may submit a rebuttal statement which shall be attached to the performance evaluation. The evaluation shall be reconsidered by the appropriate administrator in light of the rebuttal statement and if the evaluation is amended, the amended evaluation shall replace the original evaluation and its rebuttal.

**10.12** The term "evaluator" as used in this Article refers to the appropriate administrator or the person designated by the appropriate administrator to conduct the performance evaluation of an employee. The evaluator shall be familiar with the regular duties of the employee.

**10.13** Performance evaluations shall not be subject to Article 7, Grievance Procedure, unless the grievant alleges the terms of this Agreement have been violated, misinterpreted, or misapplied.

### INSTRUCTIONS FOR USE OF THE PERFORMANCE EVALUATION

1. Due dates must be observed.
2. Performance evaluations provide a written record for employees of a "job well done."
3. Evaluations are also an important document in any disciplinary action. Before taking any action, you must consult with the Human Resources Director. Disciplinary action requires evidence of preceding warning and reports bearing the signature of evaluator and employee, or otherwise certified. Unscheduled reports may be filed at any time for any employee.
4. If space for comments is inadequate, similarly dated and signed attachments may be made (either typewritten or in ink.)

**SECTION A:** Check one column for each factor. If additional explanation is warranted use section B or C as appropriate. Additional spaces have been provided to write any additional factors. Any unsatisfactory check mark requires specific explanation in SECTION C.

**SECTION F:** Please verify that the position description on file in Human Resources is still accurate.

**SECTION G:** You must complete this section.

**If you have questions regarding this form or the evaluation process, please contact Human Resources, ext 3626.**