**Employee Performance Evaluation Process**

In compliance with the applicable bargaining agreement and Title 5, each year all regular and temporary employees with an appointment of at least 12 months shall be provided with an official performance evaluation:

# Management Personnel Plan Employees

For employees who are part of the Management Personnel Plan (MPP), the evaluation is completed each year for the period of July 1, through June 30. Evaluations are due to the office of the Director of Human Resources by July 15 of each year. Individuals who have been employed as an MPP for 6 months of more as of June 30 should be evaluated.

The performance evaluation form must be completed by the employee’s MPP. Once completed, the evaluationshould be reviewed with the employee. Once the evaluation is finalized, it should be signed by both the MPP and the employee and then forwarded to either the Provost or appropriate VP, or directly to the Office of the Director of Human Resources; depending on the departments normal processing procedures.

# Staff Employees, Units 2, 5, 6, 7, 8 and 9

All regular employees and temporary employees in an appointment of at least 12 months in all bargaining units, except Unit 4, are to be provide with an official performance evaluation for the review period of October 1 through September 30. Evaluations are due to Human Resources by November 15th of each year.

The performance evaluation form must be completed by the employee’s Appropriate Administrator or from a designated evaluator. The Appropriate Administrator can obtain information for the evaluation from the employee’s working supervisor or lead. Once the evaluation is completed in draft form, it should be discussed with the employee. Employees in CSUEU (Units 2, 5, 7, and 9) shall be given up to a maximum of ten (10) work days to review the draft evaluation and provide input, if any, to the Appropriate Administrator. If during this review time, the employee provides the Appropriate Administrator with additional information that is directly related to the employee’s performance, the Appropriate Administrator should take this information into consideration in preparing the final performance evaluation, and prior to placing it in the employee’s personnel file. Once the evaluation is finalized, it should be signed by both the Appropriate Administrator and the employee. The form should then be forwarded to the Department Director, the Provost, or VP; depending on the departments normal processing procedures.

# Staff Employees, Unit 4

All employees, including temporary employees in bargaining Unit 4 are to be provided with an official performance evaluation for the review period of October 1 through September 30. Evaluations are due to Human Resources by November 15th of each year.

The performance evaluation shall be based on the direct observation or supervision of the employee’s work during the review period. In the event the evaluator has not directly observed or supervised the employee’s work, the evaluation shall be based primarily on the content of the employee’s official personnel file, including the applicable position description(s) and input from individuals who have interacted with the employee as part of the employee’s required job duties. Once the evaluation is completed in draft form, it should be discussed with the employee. Such evaluation shall refer to key incidents relied on if they are not documented in the personnel file. Employees in Unit 4 must be given 14 calendar days from the time the draft evaluation is presented to them, to review the draft evaluation, provide verbal feedback, and submit a rebuttal (if any) to the evaluator before the evaluation is finalized. If during this review time, the employee provides the Appropriate Administrator or evaluator with additional information that is directly related to the employee’s performance, the Appropriate Administrator or evaluator should take this information into consideration before finalizing the evaluation form. Once the evaluation is finalized, it should be signed by both the Appropriate Administrator and the employee. The form should then be forwarded to the Department Director, the Provost, or VP; depending on the departments normal processing procedures.