

 Human Resources Standard Operating Procedures	Procedure:	Performance Evaluations – Classified, Confidential & Supervisory
	Effective Date:	12/14/16
	Revision Date:	
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New Employee Due Dates

- 2 month
- 5 month
- 1 year
- Based on anniversary date

Scenario: Employee hired on 9/30/2016
 2 month evaluation due 11/30/2016
 5 month evaluation due 2/28/2017
 1 year evaluation due 9/30/2017

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Promoted Employee Due Dates

- 2 month
- 5 month
- 1 year based on effective promotion date

Scenario: Employee originally hired on 10/1/2003
 Promoted effective 5/1/2016
 2 month evaluation due 7/1/2016
 5 month evaluation due 10/1/2016
 1 year evaluation due 5/1/2017

Existing Employee Due Dates

- Yearly
- Based on original anniversary date
- Employees on extended leaves of absences will have due dates re-evaluated based on employee's return to work date

Lateral Transfer Employee Due Dates

- No probationary period
- Yearly based on original anniversary date

Reports

- Sent to managers via email on the 15th of each month
- Progressive discipline will be enforced with evaluators that continue to have more than three months past due evaluations

Dates in Banner

- PEAEMPL indicates the anniversary date

Some contract language has been omitted from this guideline. Please refer to the Collective Bargaining Agreements for full details.

Classified 651 Employees:

Probationary evaluations are to be completed at two (2) months and five (5) months. Evaluations are then completed annually on their anniversary date. CSEA 651 employees follow the same procedure outlined under Classified 262 Employees, with the following exceptions:

Evaluation (XII.A)

- No evaluation of any unit member shall be placed in any personnel file without an opportunity for discussion between the unit member and evaluator.
- No evaluation shall be made based upon hearsay statements, but shall only be based upon the direct observation and knowledge of the evaluator.
- Any negative evaluation shall include specific recommendations for improvements and provisions for assisting the unit member in implementing any recommendations made.
- The unit member shall have the right to review and respond to any derogatory evaluation in accordance with the provisions in Article XIIA.2.
- A unit member may review the judgment and recommendations of his/her evaluator with the Vice President, Human Resources, or his/her designee or the next highest manager.

CSEA, Chapter 651 Collective Bargaining Agreement, Article XIII, Section A: Evaluation

Confidential & Supervisory Employees:

Probationary evaluations are to be completed at two (2) months and five (5) months. Evaluations are then completed annually on their anniversary date. Confidential and Supervisory employees follow the same procedure outlined under Classified 262 Employees.