

## Evaluation Process for California State University Employees Union (CSUEU) Units 2, 5, 7, & 9

### Article 10

- Permanent employees shall be subject to an annual Performance Evaluation.
- A probationary employee should be evaluated by the end of the third (3<sup>rd</sup>), sixth (6<sup>th</sup>), and eleventh (11<sup>th</sup>) month of the probationary period, unless the employee has been rejected during probation.
- A temporary employee shall be evaluated at periodic intervals. An employee with an appointment of 12 months or longer shall receive at least one Performance Evaluation during each 12-month period of the appointment.
- A Performance Evaluation is a review of the employee's performance and shall 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 should acknowledge changes affecting the employee's position.
- The Performance Evaluation of an individual with an overall Performance Evaluation rating of below satisfactory shall include specific information regarding the areas of concern. It is expected that the appropriate administrator counsel an employee on below satisfactory performance when the concern is identified and before it is documented in a Performance Evaluation. The substantive content and overall evaluation rating are not subject to Article 7, Grievance Procedure.
- The Appropriate Administrator may request a draft from a designated evaluator regarding the employee's review, input, and discussion. Upon request, the Appropriate Administrator shall provide the employee with a copy of his/her position description that is in the employee's personnel file, as outlined in Article 17.2
- The employee 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.
- The Appropriate Administrator shall consider the input provided pursuant to provision 10.8 above in preparing the final Performance Evaluation, and prior to placing it 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.
- Upon request of the employee, a meeting between the employee, the Appropriate Administrator, and the employee's representation, if any, shall meet to discuss the final

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evaluation. Such a meeting shall take place within seven (7) work days of the request at a mutually agreeable time and location. The request for such a meeting shall not prevent the Appropriate Administrator from placing the final Performance Evaluation in the file.

- If any 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/or the Provision 10.12 meeting, and if the evaluation is amended, the amended evaluation shall replace the original evaluation and its rebuttal.
- 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.