



DID YOU KNOW? PERFORMANCE EVALUATIONS



Visit Our Website
www.csuchico.edu/csueu



Acronyms

- AA - Appropriate Administrator
- PE - Performance Evaluation
- PD - Position Description
- CBA - Collective Bargaining Agreement
- EE - Employee
- PIP - Performance Improvement Plan

Article 10 – Performance Evaluations

- fair performance evaluations
- based on job-related criteria
- by the Appropriate Administrator who is familiar with the regular duties of the employees

Article 17 – Assignment

- position description is the basis of the performance evaluation
- you should have an accurate, official position description which includes:
 - your specific job duties
 - percentage of time spent on each category of duties
 - provide the job-related criteria used to measure your performance.



When are employees evaluated?

A _____ employee **SHALL** be evaluated...



Permanent

Annually – Article 10.1



Probationary

3rd, 6th, and 11th month
of probation period –
Article 10.2



Temporary

Periodically – Article 10.3

Wait...I'm supposed to get an evaluation?

Probationary EE

Never received 3, 6, and 11
month evaluations



Permanent EE

Has worked here for 7 years
and never received ANY
evaluations



How is your PD relevant to the PE?

Article 10.5 – A performance evaluation is a review of the employee's performance and shall be based upon job-related criteria.

Article 17.2 – An up-to-date position description protects you against unreasonable work expectations, excessive workload and out-of-class work.

Article 17.4 – The position description shall reflect the employee's responsibilities and duties assigned by the Appropriate Administrator and shall be consistent with the classification standard assigned to the employee's position.



Listening



Loyalty



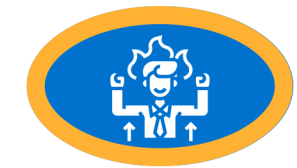
Respect



Initiative



Passion



Enthusiasm



Strategic thinking



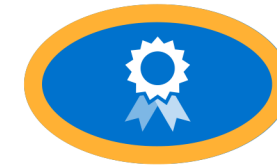
Support



Honesty



Reliability



Accomplishment

Rules during Eval Process

- 01 AA may request draft from designated evaluator (10.7)
- 02 AA shall present you with the draft for review, input, and discussion (10.7)
- 03 10 days to review (10.8)
- 04 AA shall consider EE input before preparing final PE (10.9)
- 05 EE may request meeting with AA, which shall take place within 7 days (10.11)



PE Categories



Work Habits

attendance, punctuality,
safety, equipment care



Quality of Work

planning, organization,
judgment, knowledge



Communication

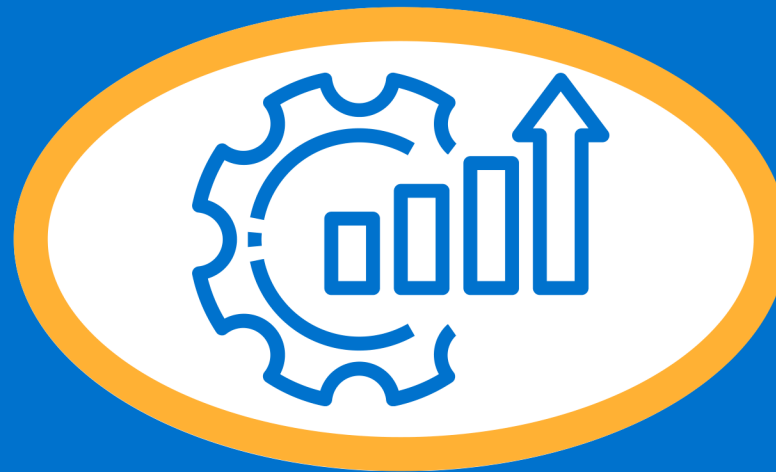
public and employee
contact, explaining info and
problems

PE Categories



Flexibility

handling change, direction,
responsibility, and job
demands



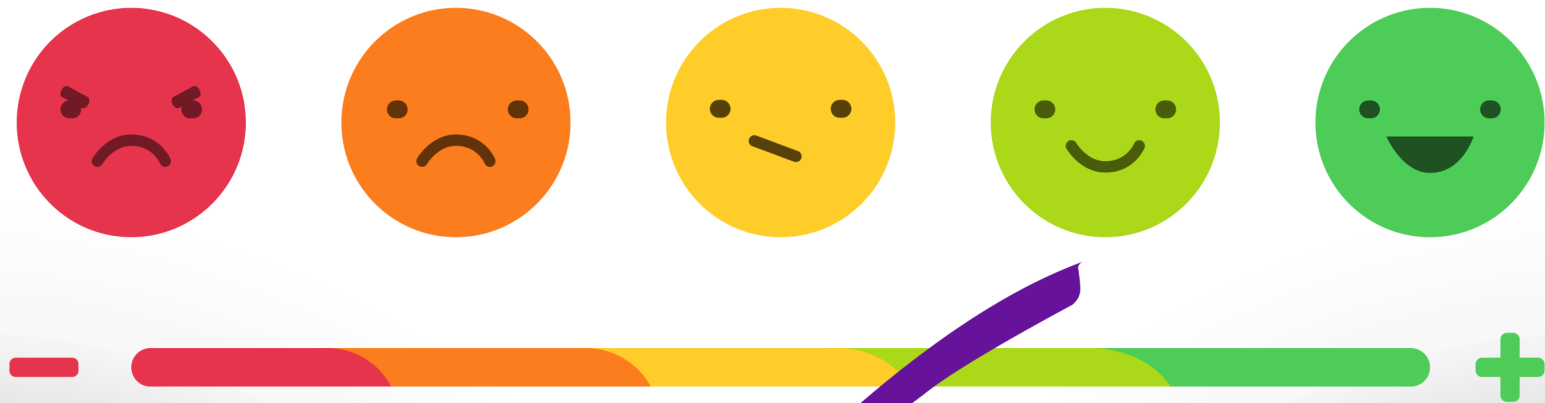
Productivity

volume of work, completion,
meeting deadlines and
commitments



Job Interest & Initiative

resourcefulness, staying
informed, increased job
knowledge



Unsatisfactory

The employee is consistently performing below an adequate level and fails to meet the requirements of the position and supervisor's expectations.

Outstanding

The employee consistently performs well beyond the expectations of the supervisor and achieves much more than the strict requirements of the job.

SATISFACTORY



Disagree with your Eval?

- Contact us first
 - Contact form on chapter site
- Request an Article 10.11 meeting with your AA, CSUEU Steward, and YOU
- Rebuttal statements are allowed! (10.12)
 - Draft up your rebuttal
 - Contact Us
 - Submit rebuttal
- AA shall reconsider the PE
 - a. PE is amended, and replaces PE/Rebuttal
 - OR
 - a. PE remains, rebuttal is attached



Grievable?

- Content and evaluation rating - NO
- Procedural violations - YES
 - Timelines
 - Evaluator was unfamiliar with your job duties
 - Evaluation not based on appropriate PD
 - Arbitrary, retaliatory, and discriminatory



Preparing for the next PE...

Looking back, and moving forward.



START HERE:

- Work out a plan with a steward to address any negative situation.
- Acknowledge and correct any legitimate complaints by improving in these areas
- Document your improvement



- **Request and pursue job-related training**
- **Communicate through regular meetings or periodic reports on your progress with your supervisor or admin**



Communication

- Ask for guidance and input
- Clarify priorities and expectations
- Seek growth opportunities and advancement
- Get periodic feedback on your performance
- Build a professional employee-manager relationship



**THANK
YOU**