



CSUEU PERFORMANCE EVALUATION PROCESS



1 DETERMINE EVALUATION SCHEDULE

Identify when the evaluation is due based on employee status.

- **Permanent:** Annual evaluation (Art. 10.1)
- **Probationary:** End of 3rd, 6th, and 11th month of probation (Art. 10.2)
- **Temporary:** At periodic intervals; at least once each 12-month period for appointments of 12 months or longer (Art. 10.3)



2 EVALUATE PERFORMANCE

Assess performance using job-related criteria and acknowledge changes in duties or workload since the last evaluation. (Art. 10.5)



3 ADDRESS PERFORMANCE CONCERNS

If overall performance is below satisfactory, document specific areas of concern. Counseling should normally occur before concerns are documented. (Art. 10.6)



4 PREPARE DRAFT EVALUATION

Appropriate Administrator prepares the draft evaluation (may use input from a designated evaluator). Employee may request a copy of their position description in their personnel file. (Art. 10.7)



5 EMPLOYEE REVIEWS DRAFT

Employee has up to **10 work days** to review the draft evaluation and provide input, if any. (Art. 10.8)



6 FINALIZE EVALUATION

Appropriate Administrator considers employee input before completing the final evaluation and placing it in the personnel file. (Art. 10.9)



7 PROVIDE FINAL EVALUATION

Employee receives a copy of the written record of the final evaluation before it is placed in the personnel file. "Satisfactory" denotes acceptable level of performance. (Art. 10.10)



**DOES THE EMPLOYEE
WANT TO DISCUSS OR
CHALLENGE THE EVALUATION?**
(Art. 10.11 – 10.12)

YES



REQUEST MEETING

Employee may request a meeting within **7 work days** with the Appropriate Administrator and representative (if any). Placement of the evaluation in the file is not delayed. (Art. 10.11)



SUBMIT REBUTTAL

Employee may submit a written rebuttal. The Appropriate Administrator will reconsider the evaluation in light of the rebuttal and/or meeting, and amend the evaluation if appropriate. Amended evaluation replaces original and rebuttal. (Art. 10.12)



EVALUATION RECONSIDERED

Appropriate Administrator reconsiders the evaluation in light of the meeting and/or rebuttal and amends it if appropriate. (Art. 10.12)

NO



END PROCESS

Final evaluation (or amended evaluation, if applicable) remains in the personnel file.

Performance evaluations are not subject to the Grievance Procedure unless the Agreement is alleged to have been violated, misinterpreted, or misapplied. (Art. 10.12 – 10.13)



QUESTIONS?

Contact Employee/Labor Relations & Compliance



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