



Cal Poly
Pomona

SUPA PERFORMANCE EVALUATION PROCESS

SUPA/CSU Collective Bargaining Agreement
Article 29 (July 12, 2022 – June 30, 2026)

ANNUAL PERFORMANCE EVALUATION

1

ANNUAL EVALUATION



Permanent employees shall be subject to and receive annual performance evaluations.

(Article 29.1)

2

EVALUATION PREPARATION AND APPROVAL



SERGEANT /
IMMEDIATE
SUPERVISOR



SWORN MPP
(APPROVING
AUTHORITY)



SWORN MPP
(FINAL SIGNATURE)

A sergeant or the immediate supervisor may draft and sign the performance evaluation. A sworn MPP (employee in the Management Personnel Plan) shall review the evaluation as the approving authority prior to presentation to the employee. At the completion of the evaluation discussions with the employee, a sworn MPP shall sign the evaluation. If the sworn MPP is the immediate supervisor, then a non-sworn MPP shall review and sign the evaluation.

(Article 29.2)

3

DOCUMENTATION AND COPY



A written record of the performance evaluation shall be placed in the employee's personnel file. The employee shall be provided with a copy of the written performance evaluation.

(Article 29.3)

REBUTTAL AND REVIEW PROCESS (IF EMPLOYEE DISAGREES)

4

SUBMIT REBUTTAL (OPTIONAL)



If an employee disagrees with the evaluation, they may submit a rebuttal statement within a maximum of thirty (30) days of receipt of the evaluation.

(Article 29.4)

5

CHIEF OF POLICE REVIEW



Within a maximum of twenty-one (21) days of receipt of the rebuttal statement, the Chief of Police shall review the performance evaluation and rebuttal statement.



REVISIONS MADE

If the review results in revisions, the employee shall be provided with a copy of the revised evaluation for signature and inclusion in the personnel file. The original evaluation and rebuttal statement shall be removed from the personnel file.

(Article 29.4)



NO REVISIONS

If the review does not result in revisions, the Chief of Police shall inform the employee in writing and include this notification in the employee's personnel file.

(Article 29.4)

6



CONTENT NOT SUBJECT TO GRIEVANCE

The content of performance evaluations shall not be subject to the provisions of Article 7, Grievance Procedure.

(Article 29.5)



Questions?: Contact Employee/Labor Relations & Compliance
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