

TEAMSTERS

Performance Evaluation Process

Article 12 • Collective Bargaining Agreement

START



PURPOSE OF EVALUATIONS

- Evaluate performance
- Provide guidance for development and improvement

Article 12.1



INFORMAL PERFORMANCE DISCUSSIONS

An employee and the appropriate administrator, upon the request of either, may meet informally to discuss concerns about performance. Such meetings are not considered performance evaluations and are not subject to this Article.

Article 12.1

1



EVALUATION IS PREPARED

- Completed by a non-bargaining unit evaluator
- Based on job-related criteria
- Employee and supervisor input considered when appropriate

Article 12.2

2

EVALUATION SCHEDULE

Permanent Employees

At least annually

Article 12.4

Probationary Employees

Within 2 weeks after:

- 6th month
- 11th month

Article 12.5

Temporary Employees

At least once each appointment period, but not less than once per year

Article 12.6

3



WRITTEN DRAFT EVALUATION

- Draft evaluation provided to employee
- Employee has up to 5 workdays to review and provide input

Article 12.8

4



FINAL EVALUATION

- Evaluator considers employee input
- Final evaluation prepared
- Employee provided a copy of the official evaluation prior to placement in personnel file
- Final evaluation placed in personnel file

Articles 12.3 & 12.9

5



REVIEW MEETING

- Employee may discuss evaluation with appropriate administrator
- Meeting at mutually acceptable time and location
- Below Satisfactory ratings must include an explanation

Article 12.10

DOES THE EMPLOYEE AGREE?



YES



NO



SIGN EVALUATION

- Employee and evaluator sign
- Signature confirms review only – not agreement

Article 12.7

EMPLOYEE OPTIONS



SUBMIT A REBUTTAL

Written rebuttal attached to evaluation and placed in personnel file

Article 12.11

OR



REQUEST ANOTHER MEETING

Request a second meeting with a union representative present to discuss evaluation

Article 12.11

OR



DISCUSS WITH EVALUATOR'S SUPERVISOR

Requests should not be unreasonably denied

Article 12.12



EVALUATION
COMPLETE



EVALUATION FILED

Evaluation and any rebuttal statement become part of the personnel file

Articles 12.3 & 12.11



QUESTIONS? CONTACT EMPLOYEE/LABOR RELATIONS & COMPLIANCE

elr@cpp.edu