



UAPD EVALUATION



CSU/UAPD Collective Bargaining Agreement

September 16, 2022 – June 30, 2025

PERIODIC EVALUATIONS



Temporary employees are evaluated at least once before the end of the temporary appointment.

Probationary employees are evaluated at

6

MONTHS

12

MONTHS

**BEGINNING
OF
17**

MONTHS

Permanent employees are evaluated annually.

GENERAL PROVISIONS



1. Appropriate Administrator gathers feedback, reviews the employee's performance, and prepares a draft evaluation.



2. Appropriate Administrator schedules a performance evaluation meeting with the employee.



3. Employee and the Appropriate Administrator discuss the evaluation, accomplishments, expectations, and opportunities for development. The employee has up to **10 working days** to review the draft evaluation.



4. Appropriate Administrator finalizes the evaluation and provides the employee with the final evaluation for signature. The employee signs the evaluation to acknowledge receipt.



5. The official performance evaluation, including the rebuttal from employee, if any, is placed in the employee's personnel file, and the employee is provided a copy.



Questions?:

Contact Employee/Labor Relations at elr@cpp.edu.

