



#15

PERFORMANCE EVALUATIONS

CALIFORNIA

STATE

UNIVERSITY

EMPLOYEES

UNION

KNOW

YOUR

RIGHTS

STEPS

Every employee should receive fair performance evaluations based on job-related criteria by an “evaluator” who is familiar with the regular duties of the employee.

When are employees evaluated?

Permanent employees should receive annual performance evaluations. [Article10.1] An employee should be counseled first if management believes an employee’s performance is not satisfactory. [Article 10.3] There should be no “surprises” in an evaluation.

A temporary employee should be evaluated “periodically.” [Article10.6] Management’s failure to conduct a performance evaluation cannot be used as a reason for management to deny an SSI or MSI. [Article 10.7]

Probationary employees should be evaluated by the end of the third, sixth and eleventh month of the probationary period. [Article 10.5] [See also *Know Your Rights: CSUEU’s Step-by-Step Probation Guide*, available at www.csueu.org (under “Forms/On the Job/Know Your Rights”).]

How is your position description relevant to the performance evaluation?

The performance evaluation should cover your work performance, conduct and ability to handle your assigned duties. [Article 10.2].

Your position description is the basis of the performance evaluation. Prior to your evaluation, you should have an accurate, official position description which includes your specific job duties and the percentage of time spent on each category of duties. The position description should provide the job-related criteria that your supervisor uses to measure your performance. [Article17.9]. An up-to-date position description protects you against unreasonable work expectations, excessive workload and out-of-class work. You should receive it within one week of hire or within 30 days of your request. [Article 17.9]. Your evaluator may review your job description as part of the evaluation process, or you may request revisions if your position description is out-of-date. You have the right to meet with your administrator to discuss your position description or work assignment. [Article 17.10]

What are the rules for giving and receiving feedback during the evaluation process?

Your evaluator may be a manager, a work lead or supervisor. That is, the evaluator must be someone who is familiar with your job duties. [Article 10.14]. Your evaluator should present you with a draft evaluation for your review, input and discussion. [Article 10.8]. If you are evaluated on a duty that is not in your job description, you should object. You have up to five days to review the draft and provide a response, if any, to your evaluator. [Article 10.9] The evaluator must consider your input for five days before preparing your final performance evaluation and putting it in your official personnel file. [Article 10.10]. The draft evaluation should not be signed by either party, and you should feel free to rebut anything that you believe is inaccurate or unfair. You can request to meet with the evaluator to discuss the evaluation. [Article 10.11]. Further, you and your union representative can meet with the administrator [Article 10.12].

What if I still disagree with my evaluation?

If you still disagree with any aspect of your evaluation, you have the right to submit a rebuttal and have your evaluation reconsidered in light of the rebuttal statement. [Article10.13]. Prior to submitting your rebuttal, you should review it with your CSUEU steward or Labor Relations Representative. If appropriate, your rebuttal may include a request for training and development or another action plan to demonstrate your commitment to improve performance.

Although you may not want to sign a poor evaluation, your signature simply indicates that you have received and read the document, not that you agree with its contents. Accept any legitimate, constructive criticisms in a positive spirit, and work with your steward to rebut inaccurate statements and factual errors. Your goal is to prompt management's agreement to change your evaluation. Even if you are unsuccessful at amending the original evaluation, you have the right to attach your rebuttal. [Article 10.13]

Can I file a grievance?

Although you cannot grieve the content and overall evaluation rating [Article 10.3], you may file a grievance on any violation, misinterpretation or misapplication of other contract sections, particularly if the university did not follow the proper procedures [Article 10.15] Examples of possible grievances or complaints include the following: the evaluator did not follow timelines; the evaluator was unfamiliar with your job duties; the evaluation was not based on the appropriate job description; or the evaluation was arbitrary, retaliatory, or discriminatory. **Contact your CSUEU steward or labor relations representative promptly whenever you suspect a contract violation, so that timelines are followed.**

What can I do to prepare for my next performance appraisal?

1. Work out a plan with your CSUEU representative to address any negative situation.
2. Acknowledge and correct any legitimate complaints by improving in these areas.
3. Document your improvement and seek feedback from coworkers, the supervisor, or your CSUEU representative.
4. Request and pursue job-related training to address areas of concern, keep current in your field, and expand your skills.
5. Communicate through regular meetings or periodic reports on your progress with your supervisor or administrator.

**Although you are covered by a CSUEU-negotiated contract,
your membership in CSUEU is not automatic. Join Today!**



MEMBERSHIP APPLICATION • California State University Employees Union/CSEA
1108 'O' Street • Sacramento, CA 95814 • (916) 444-8134

PLEASE TYPE OR PRINT

Chapter _____

Social Security No.	Last Name	First Name	Initial
Number and Street	City		Zip Code
Employed by	Department or Campus - work location		Room No.
Classification	E-mail	Business Phone	Home Phone
Recruiter Name			

I hereby apply for membership in the California State University Employees Union (SEIU 2579 - CSEA), an affiliate of CSEA, and hereby agree to abide by the CSUEU Bylaws and Policies, including those of the CSEA Policy File. In becoming a member I authorize CSUEU to establish with the appropriate agency the withholding from my pay or retirement allowance of dues and any benefit deductions. I understand that my membership rights are set forth in the Policy files of CSUEU and CSEA, which are subject to amendment, and are affected by applicable labor contract(s) ("A Memorandum of Understanding" or "MOU") between CSUEU and the California State University, and a copy of the Policy Files and applicable MOU are always available to me by contacting CSUEU Headquarters, 1129 10th Street, Sacramento, California 95814. Should an applicable MOU provide for the maintenance of membership, I understand that I must remain a member for the duration of the MOU, except that I may terminate membership during the last thirty (30) days of such MOU.

Unless instructed to the contrary below, CSUEU is hereby authorized to withhold from my pay an additional \$2.00 per month for CSUEU's non-partisan political activity.

CSU-KYR-15 (10/08) By writing my initials in this box I instruct CSUEU **NOT** to withhold an additional \$2.00 per month for political activity. Signature: _____

Form 1 (3/05) Date: _____