**Staff Evaluations Overview (CSUEU)**

* Process outlined in CSUEU CBA, Article 10 - [Article 10 (calstate.edu)](https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit2-5-7-9-csueu/article10.pdf)
* Summary:
	+ Probationary Employee – evaluations at 3, 6, 11 months and annually thereafter
* Permanent Employee – evaluated every year
* Temporary Employee - evaluated at periodic intervals
* EE has up to ten (10 workdays)
	+ EE may request a meeting to be held within 7 days of request.
* **Content is not grievable; the process is grievable**
* EE can refuse to sign
* [Evaluation form](https://na1.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhADwP6sFt5_aY1M7NTH9N-rVzeBcQ_uDn9iOPpkTmMFLroDo9-RD5vhKGba_Ay5b_8*)
* [Evaluation Rating Matrix](https://www.csun.edu/sites/default/files/Perf.%20Eval.%20Matrix.pdf)
* [PowerPoint on Performance Management](https://www.csun.edu/sites/default/files/Performance%20Management%20%284-27-2022%29.pdf)

**Appropriate Administrator may request IRP or Reclassification for CSUEU staff positions:**

* In Range Progression:
* CBA, Article 20.25 - [Article 20 (calstate.edu)](https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit2-5-7-9-csueu/article20.pdf)
* Form - [irp\_request\_form.doc (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.csun.edu%2Fsites%2Fdefault%2Ffiles%2Firp_request_form.doc&wdOrigin=BROWSELINK)
* Reclassification:
	+ CBA, Article 9.23 – [Article 9 (calstate.edu)](https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit2-5-7-9-csueu/article9.pdf)
* Position Description – select initiate classification review [position-description-staff.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.csun.edu%2Fsites%2Fdefault%2Ffiles%2Fposition-description-staff.docx&wdOrigin=BROWSELINK)

**For questions and/or guidance please contact HR Employee Relations at 818-677-6566 or** **er@csun.edu****.**