

## STAFF/MPP EMPLOYEE EVALUATION CYCLE

2014-2015 is a transitional year as Cal Poly shifts from a “fiscal year” to “original start date” annual performance evaluation cycle. For this transitional year, it is recommended that the evaluation be conducted based on the fiscal year cycle using the Staff Employee Performance Evaluation Form (HR 138), APC Unit 4 Report of Employee Performance Form (HR 140), or the Management Personnel Plan Performance Planning and Appraisal Form (HR 136). During the individual meeting to discuss the evaluation, verify the original start date and confirm when the next performance appraisal will be performed. Where there may be written mutual agreement by both the employee and manager, it is permissible to combine the fiscal year review with a near future original start date (e.g. six months or less). Append the written acknowledgement to the final HR 138 Form and submit to Human Resources.

Permanent employees and MPP shall be subject to an annual performance evaluation. Refer to the chart below for detailed information.

The original start date for an employee can be found in the ‘Compensation’ Dashboard by navigating as follows: My Cal Poly Portal > PolyData Dashboards > Dashboards Drop-down Menu > Human Resources (State) > Job/Position Information > Compensation (tab). Within the Compensation Prompt, select the ‘Deptid Ldescr’ drop-down and areas under review, and click apply to extract the information.

Employee Category/ Bargaining Unit	Forms	Probationary Period	Annual Cycle (Approximation)
<p><b>Union of American Physicians and Dentists (UAPD)</b></p> <p>Unit 1</p>	<p>HR 138a Self-Evaluation Form (optional)</p> <p>HR 138 Staff Employee Performance Evaluation</p>	<p>Frequency of evaluations shall be sufficient to make timely recommendation prior to the end of the probationary period. Optional Self-Evaluation form should be submitted for each evaluation period. Evaluator presents the draft evaluation to the employee and provides up to five (5) work days to review and provide input prior to finalizing.</p>	<p><b>1 month before original start date:</b> Employee submits optional Self-Evaluation Form to the Evaluator.</p> <p><b>1 month after original start date:</b> Evaluator submits a draft evaluation for the Employee’s review, input, and discussion. Employee shall have up to five (5) days to review and provide input. Evaluator schedules a meeting with the Employee to discuss the evaluation, consider input, and review the position description. Finalize evaluation.</p> <p><b>2 months after original start date:</b> The Evaluator forwards the evaluation to Appropriate Administrator for comment and signature (e.g. Director/Department Head or Chair; Dean/Division Head; Provost/Vice President). Evaluator forwards the evaluation back to the Employee for final review and signature. Evaluator submits form to Human Resources.</p> <p>Provision 13.7: If an employee disagrees with the record of a performance evaluation which has been placed in his/her personnel file, the employee may submit a rebuttal statement which shall be attached to the record of the performance evaluation.</p>
<p><b>California State University Employees Union (CSUEU)</b></p> <p>Unit 2 Health Care Support, Unit 5 Operations and Support Services, Unit 7 Clerical and Administrative Support Services, Unit 9 Technical and Support Services</p>	<p>HR 138a Self-Evaluation Form (optional)</p> <p>HR 138 Staff Employee Performance Evaluation</p>	<p>Shall be evaluated by the end of the third (3<sup>rd</sup>), sixth (6<sup>th</sup>), and eleventh (11<sup>th</sup>) month. The optional Self-Evaluation form should be submitted for each evaluation period.</p> <p>Evaluator presents the draft evaluation to the employee and provides up to ten (10) work days to review and provide input prior to finalizing.</p>	<p><b>1 month before original start date:</b> Employee submits optional Self-Evaluation Form to the Evaluator.</p> <p><b>1 month after original start date:</b> Evaluator submits a draft evaluation for the employee’s review, input, and discussion. Employee shall have up to ten (10) days to review and provide input. Evaluator schedules a meeting with the Employee to discuss the evaluation, consider input, and review the position description.</p> <p>Provisions 10.11-10.12: Upon request of the employee or the evaluator, the evaluator and the employee shall meet to discuss the evaluation within seven (7) work days of the request. Upon request of the employee, the appropriate administrator, evaluator, employee, and employee's representative, if any, shall meet to discuss the evaluation. Such a meeting shall take place within fourteen (14) work days.</p> <p><b>2 months after original start date:</b> The Evaluator finalizes and forwards the evaluation to Appropriate Administrator for comment and signature (e.g. Director/Department Head or Chair;</p>

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			<p>Dean/Division Head; Provost/Vice President). Evaluator forwards the evaluation back to the Employee for final review and signature. Evaluator submits form to Human Resources.</p> <p>Provision 10.13: If an employee disagrees with the record of a performance evaluation which has been placed in his/her personnel file, the employee may submit a rebuttal statement which shall be attached to the performance evaluation. The evaluation shall be reconsidered by the appropriate administrator in light of the rebuttal statement and if the evaluation is amended, the amended evaluation shall replace the original evaluation and its rebuttal.</p>
<p><b>Academic Professionals of California (APC)</b></p> <p>Unit 4</p>	<p>HR 138a Self-Evaluation Form (optional)</p> <p>HR 140 Report of Employee Performance Unit 4 – Academic Support</p>	<p>Frequency of evaluations shall be sufficient to make timely recommendation prior to the end of the probationary period. Optional Self-Evaluation form should be submitted for each evaluation period. Evaluator presents the draft evaluation to the employee and provides up to fourteen (14) work days to review and provide input prior to finalizing.</p>	<p>Provision 18.1: The appropriate administrator shall inform the Employee in writing that a performance evaluation shall take place prior to the commencement of the performance evaluation process.</p> <p><b>1 month before original start date:</b> Employee submits optional Self-Evaluation Form to the Evaluator.</p> <p><b>1 month after original start date:</b> Evaluator submits a draft evaluation for the Employee’s review, input, and discussion. Employee shall have up to fourteen (14) days to review, provide supporting materials, and submit a rebuttal for consideration. Evaluator schedules a meeting with the Employee to discuss the evaluation, verify the position description, consider input, and review the rebuttal, if applicable. Finalize evaluation.</p> <p><b>2 months after original start date:</b> Evaluator forwards the evaluation to the Reviewing Officer for comment and signature. The Reviewing Officer is an MPP manager to whom the employee reports unless the college/department has designated another manger to act as Reviewing Officer. Evaluator submits form to Human Resources.</p> <p>Provision 18.3: If an employee disagrees with the record of a final performance evaluation which has been placed in his/her personnel file, the employee may submit a rebuttal statement which shall be attached to the record of the performance evaluation.</p>
<p><b>State Employees Trade Council-United (SETC)</b></p> <p>Unit 6</p>	<p>HR 138a Self-Evaluation Form (optional)</p> <p>HR 138 Staff Employee Performance Evaluation</p>	<p>Shall be evaluated within two (2) weeks of having completed the sixth (6<sup>th</sup>) and eleventh (11<sup>th</sup>) month. The optional Self-Evaluation form should be submitted for each evaluation period. Evaluator presents the draft evaluation to the employee and provides up to five (5) work days to review and provide input prior to finalizing.</p>	<p><b>1 month before original start date:</b> Employee submits optional Self-Evaluation Form to the Evaluator.</p> <p><b>1 month after original start date:</b> Evaluator submits a draft evaluation for the employee’s review, input, and discussion. Employee shall have up to five (5) days to review and provide input. Evaluator schedules a meeting with the Employee to discuss the evaluation, consider input, and review the position description. Finalize evaluation.</p> <p><b>2 months after original start date:</b> Evaluator forwards the evaluation to Appropriate Administrator for comment and signature (e.g. Director/Department Head or Chair; Dean/Division Head; Provost/Vice President). Evaluator forwards the evaluation back to the Employee for final review and signature. Evaluator submits form to Human Resources.</p> <p>Provision 12.9: If an employee disagrees with the written performance evaluation, the employee may submit a rebuttal statement which shall be attached to the written performance evaluation</p>

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			and placed in the personnel file. The employee may also request a second meeting with a union representative present to further discuss the evaluation.
<p><b>State University Police Association (SUPA)</b></p> <p>Unit 8</p>	<p>HR 138a Self-Evaluation Form (optional)</p> <p>HR 138 Staff Employee Performance Evaluation</p>	<p>Shall be evaluated by the end of the sixth (6<sup>th</sup>), ninth (9<sup>th</sup>), and twelfth (12<sup>th</sup>) month. The optional Self-Evaluation form should be submitted for each evaluation period. Evaluator presents the draft evaluation to the employee and provides up to five (5) work days to review and provide input prior to finalizing.</p>	<p>Provision 29.2: 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 performance evaluation as the approving authority prior to the performance evaluation being presented to the employee. At the completion of the evaluation discussions with the employee, a sworn MPP shall sign the performance evaluation. If the sworn MPP is the immediate supervisor, then a non-sworn MPP shall review and sign the performance evaluation.</p> <p><b>1 month before original start date:</b> Employee submits optional Self-Evaluation Form to the Evaluator.</p> <p><b>1 month after original start date:</b> Evaluator first submits a draft evaluation to the sworn MPP serving as the Appropriate Administrator. If the sworn MPP is the immediate supervisor, then a non-sworn MPP shall review and sign the performance evaluation. Once preliminary review is complete, Evaluator submits draft evaluation for the employee's review, input, and discussion. Employee shall have up to five (5) days to review and provide input. Evaluator schedules a meeting with the Employee to discuss the evaluation, consider input, and review the position description. Finalize evaluation.</p> <p><b>2 months after original start date:</b> Evaluator forwards the evaluation to the sworn MPP serving as the Appropriate Administrator for comment and signature. If the sworn MPP is the immediate supervisor, then a non-sworn MPP shall review and sign the performance evaluation. Evaluator forwards the evaluation back to the Employee for final review and signature. Evaluator submits form to Human Resources.</p> <p>Provision 29.4: If an employee disagrees with the performance evaluation, the employee may submit a rebuttal statement within a maximum of thirty (30) days of receipt of the evaluation. The rebuttal statement shall be attached to the performance evaluation in the employee's personnel file. 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. If this review results in revisions to the performance evaluation, the employee shall be provided with a copy of the revised performance evaluation for signature and inclusion in the employee's personnel file. The original performance evaluation and rebuttal statement shall be removed from the employee's personnel file. If the review does not result in revisions to the performance evaluation, the Chief of Police shall inform the employee in writing and include this notification in the employee's personnel file.</p>

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<b>Confidential Classes &amp; Excluded Classes</b>	<p>HR 138a Self-Evaluation Form (optional)</p> <p>HR 138 Staff Employee Performance Evaluation</p>	<p>Confidential Office Support/ Confidential Technical Support/Legal Assistant/Legal Secretary/Paralegal, also known as non-academic classes, serve a one-year period and shall be evaluated by the end of the sixth (6<sup>th</sup>) and twelfth (12<sup>th</sup>) month.</p> <p>Confidential Administrative Support/Presidential Aide, also known as administrative classes, serve a two-year period and shall be evaluated by the end of the sixth (6<sup>th</sup>), twelfth (12<sup>th</sup>), eighteenth (18<sup>th</sup>) and twenty-fourth (24<sup>th</sup>) month.</p> <p>The optional Self-Evaluation form should be submitted for each evaluation period. Evaluator presents the draft evaluation to the employee and provides up to five (5) work days to review and provide input prior to finalizing.</p>	<p><b>1 month before original start date:</b> Employee submits optional Self-Evaluation Form to the Evaluator.</p> <p><b>1 month after original start date:</b> Evaluator submits a draft evaluation for the Employee’s review, input, and discussion. Employee shall have up to five (5) days to review and provide input. Evaluator schedules a meeting with the Employee to discuss the evaluation, consider input, and review the position description. Finalize evaluation.</p> <p><b>2 months after original start date:</b> The Evaluator forwards the evaluation to Appropriate Administrator for comment and signature (e.g. Director/Department Head or Chair; Dean/Division Head; Provost/Vice President). Evaluator forwards the evaluation back to the Employee for final review and signature. Evaluator submits form to Human Resources.</p> <p>If an employee disagrees with the written performance evaluation, the employee may submit a rebuttal statement which shall be attached to the written performance evaluation and placed in the personnel file.</p>
<b>Management Personnel Plan (MPP)</b>	<p>New MPP Performance Evaluation Form</p>	<p>Shall be evaluated by the end of sixth (6<sup>th</sup>) and twelfth (12<sup>th</sup>) month.</p> <p>The optional Self-Evaluation form should be submitted for each evaluation period. Evaluator presents the draft evaluation to the employee and provides up to five (5) work days to review and provide input prior to finalizing.</p>	<p><b>1 month before original start date:</b> MPP Employee submits optional Self-Evaluation Form to the Evaluator. If Using the HR Pilot 136 AFD form, complete “Employee” columns, as appropriate and provide form to Evaluator.</p> <p><b>1 month after original start date:</b> Evaluator submits a draft evaluation for the MPP Employee’s review, input, and discussion. If using the HR Pilot AFD form, complete “Evaluator” columns, as appropriate, and provide draft to MPP Employee. Allow up to five (5) days for review and input. Evaluator schedules a meeting with the MPP Employee to discuss the evaluation, consider input, and review the position description. Finalize evaluation.</p> <p><b>2 months after original start date:</b> The Evaluator forwards the evaluation to Appropriate Administrator for comment and signature (e.g. Director/Department Head or Chair; Dean/Division Head; Provost/Vice President). Evaluator submits form to Human Resources.</p> <p>If the MPP employee disagrees with the written performance evaluation, s/he may submit a rebuttal statement which shall be attached to the written performance evaluation and placed in the personnel file.</p>