

## Units 2, 5, 7, 9 - California State University Employees' Union (CSUEU)

(Unit 2 - Health Care) (Unit 5 - Operations/Support Services) (Unit 7 - Clerical/ Administrative Support) (Unit 9 - Technical/ Support Services)

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CSEA\\_Contract/Article10.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CSEA_Contract/Article10.shtml)    [http://www.calstate.edu/LaborRel/Contracts\\_HTML/CSEA\\_Contract/Article9.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CSEA_Contract/Article9.shtml)

CONTRACT ARTICLES/LANGUAGE	PROCESS
<p><b>Temporary Employees</b> - <a href="#">Article 10.6</a>: A temporary employee shall be evaluated at periodic intervals.</p> <p><b>Probationary Employees</b> - <a href="#">Article 10.5</a>: A probationary employee 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 of the probationary period, unless the employee has earlier been rejected during probation. <a href="#">Article 9.35</a>: A full-time employee employed for more than six (6) months, or its equivalent for an employee in a half-time or more, but less than a full-time position, may utilize the provisions of Article 8, Complaint Procedure, beginning at Level II, to appeal the decision to reject during probation when alleging: performance evaluation procedures required by the contract were not followed; discrimination; or arbitrary and capricious reasons for non-retention.</p> <p><b>Permanent Employees</b> - <a href="#">Article 10.1</a>: Permanent employees shall be subject to annual performance evaluations.</p> <p><b>General Provisions</b> - <a href="#">Article 10.8</a>: The evaluator shall submit a draft evaluation for the employee's review, input, and discussion. <a href="#">Article 10.9</a>: The employee shall be given up to five (5) work days to review the draft evaluation and provide input, if any, to the evaluator. <a href="#">Article 10.10</a>: The evaluator shall consider input provided in the five (5) day period in preparing the final performance evaluation, and prior to placing it in the employee's personnel file. <a href="#">Article 10.11</a>: Upon request of the employee or the evaluator, the evaluator and the employee shall meet to discuss the evaluation. Such a meeting shall take place within seven (7) days of the request. <a href="#">Article 10.12</a>: Upon request of the employee and following the meeting between the employee and evaluator, the appropriate administrator, the evaluator, the employee, and the employee's representative, if any, will meet to discuss the evaluation. Such a meeting shall take place within fourteen (14) days of the request at a mutually agreeable time/location. <a href="#">Article 10.13</a>: If an employee disagrees with the 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. <a href="#">Article 10.14</a>: The term "evaluator" as used in this Article refers to the appropriate administrator or the person designated by the appropriate administrator to conduct the performance evaluation of an employee. The evaluator shall be familiar with the regular duties of the employee. <a href="#">Article 10.15</a>: Performance evaluations are not subject to Article 7, Grievance Procedure, unless the grievant alleges the terms of this Agreement have been violated, misinterpreted, or misapplied.</p>	<p><b>Temporary Employees</b>: Evaluate at least once before the end of the temporary appointment.</p> <p><b>Probationary Employees -1 Year Probation</b>: Evaluate by the end of the 3<sup>rd</sup> and 6<sup>th</sup> months, and by the beginning of the 11<sup>th</sup> month, of the one-year probationary period.</p> <p><b>Permanent Employees</b>: Evaluate annually.</p> <div style="background-color: #e0ffe0; padding: 5px; text-align: center;"> <p><b>Process</b></p> <p><u>Temporary, Probation &amp;/or Permanent Employees</u></p> <ul style="list-style-type: none"> <li>▶ Provide the employee with a draft evaluation and allow up to five (5) work days for the employee to review the draft and provide input. (The evaluator shall consider any input provided by the employee.) After the five days the evaluation can be finalized and signatures obtained.</li> <li>▶ If you or the employee request to meet regarding the evaluation, the meeting must take place within seven (7) days of the request.</li> <li>▶ If the employee requests, and subsequent to the meeting referenced above, a meeting with the appropriate administrator shall take place within fourteen (14) days of the request. The employees' representative may also be present at this meeting.</li> <li>▶ If the employee disagrees with the performance evaluation, they may submit a rebuttal to the appropriate administrator, which will be attached to the performance evaluation.</li> </ul> </div>

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<i>CONTRACT ARTICLES/LANGUAGE</i>	<i>PROCESS</i>
	<p data-bbox="1549 204 1766 232"><b>Process (Cont'd.)</b></p> <p data-bbox="1367 240 1948 267"><u>Temporary, Probation &amp;/or Permanent Employees</u></p> <ul data-bbox="1346 276 1955 479" style="list-style-type: none"><li data-bbox="1346 276 1955 373">▶ If after receiving the rebuttal the evaluation is amended, the new evaluation and rebuttal will replace the original evaluation.</li><li data-bbox="1346 381 1955 479">▶ The performance evaluation, attachments and rebuttal shall be forwarded to Human Resources to be filed in the Official Personnel File.</li></ul>