

## Unit 4 - Academic Professionals of California (APC)

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/APC\\_Contract/Article18.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/APC_Contract/Article18.shtml)

CONTRACT ARTICLES/LANGUAGE	PROCESS
<p><b><u>General Provisions - Article 18.1:</u></b> The appropriate administrator shall inform the employee in writing that a performance evaluation shall take place. Performance evaluation procedures shall be determined by the President. Such procedures shall be put in writing and made available to employees. <b><u>Article 18.1.A:</u></b> Employees shall be evaluated on at least an annual basis. <b><u>Article 18.1.B:</u></b> Performance evaluations shall be based on the direct observation or supervision of the employee's work during the period since the employee's last performance evaluation. In the event the evaluator has not directly observed or supervised the employee's work, the evaluation shall be based primarily on the content of the employee's official personnel file. <b><u>Article 18.1.C:</u></b> Performance evaluations shall be prepared in draft form. Such evaluation shall refer to key incidents relied on if they are not documented in the personnel file. A copy will be given to the employee who shall have 14 days to submit a rebuttal (if any) to the evaluator before the evaluation is finalized. An employee may elect to submit any such rebuttal (accompanied by the draft evaluation it rebuts) to his/her personnel file. Any documents referenced in the draft evaluation which are not part of the employee's official personnel file at the time the draft is submitted to the employee shall be placed in the file at that time. <b><u>Article 18.1.D:</u></b> An employee may submit materials for consideration during the performance evaluation process, including evaluative material from campus and community sources generated by individuals familiar with the employee's work. <b><u>Article 18.2:</u></b> A written record of a final performance evaluation shall be placed in the employee's personnel file and subject to the provisions of Article 11, Personnel File. The employee shall be provided with a copy of the written recommendation, if any, made at each level of the review. <b><u>Article 18.3:</u></b> 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. <b><u>Article 18.4:</u></b> A performance evaluation shall not be considered a final personnel decision as referred to in Article 11. <b><u>Article 18.5:</u></b> All final decisions regarding permanency shall be made by the President. <b><u>Article 18.6:</u></b> A performance evaluation for the purposed of retention or permanency shall consist, at a minimum, of an administrative review. A performance evaluation may include a peer review component. If such a component is included then service on such a peer review committee shall be subject to provision 28.15, and such a committee shall consist of only permanent employees.</p>	<p><b><u>Temporary Employees:</u></b> Evaluate at least once before the end of the temporary appointment.</p> <p><b><u>Probationary Employees - 1-Year Probation:</u></b> Evaluate by the end of the 3<sup>rd</sup>, 6<sup>th</sup> month and by the beginning of the 11<sup>th</sup> month, during the one-year probationary period.</p> <p><b><u>Permanent Employees:</u></b> Will be evaluated annually.</p>