

Unit 6 - State Employee Trades Council (SETC)

http://www.calstate.edu/LaborRel/Contracts_HTML/SETC/Article12.shtml

CONTRACT ARTICLES/LANGUAGE	PROCESS
<p>Temporary Employees - Article 12.6: A temporary employee shall be evaluated at least once every appointment period, but not less than once per year.</p> <p>Probationary Employees - Article 12.5: One Year Probation - A probationary employee shall be evaluated periodically but not to exceed four (4) times during his/her probationary period.</p> <p>Permanent Employees - Article 12.4: A permanent employee shall be evaluated annually.</p> <p>General Provisions - Article 12.1: Employees shall be subject to periodic performance evaluations. Employee performance evaluations are for the purpose of evaluating individual employee performance and for providing guidance for performance development and improvements. Article 12.2: Evaluations should be a review of the employee's performance, written by a non-bargaining unit evaluator, and based upon job-related criteria including input from the employee and the employee's bargaining unit Supervisor where appropriate. Article 12.3: Performance evaluations shall be in writing and shall be placed in the employee's personnel file. The employee shall be provided with a copy of the official performance evaluation which is to be placed in his/her personnel file prior to such placement. Article 12.7: Evaluations shall be signed by the evaluator and the employee. Article 12.8: The employee shall be given the opportunity to discuss the evaluation in a meeting with the appropriate administrator. Such a meeting shall take place at a mutually acceptable time and location. Article 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 and placed in the personnel file. The employee may also request a second meeting with a union representative present to further discuss the evaluation. Such a meeting shall take place at a mutually acceptable time and location. Article 12.10: The term "evaluator" as used in this Article refers to the non-bargaining unit person designated by the appropriate administrator to conduct the performance evaluation of an employee. Article 12.11: The content of performance evaluations shall not be subject to the provisions of Article 9, Grievance Procedure.</p> <p>Note: Although completing the goals and objectives form is not required, it is a good practice to do so. Unit 6 Goals and Objectives for Fiscal Year</p>	<p>Temporary Employees: Evaluate at least once before the end of the temporary appointment.</p> <p>Probationary Employees - 1 Year Probation: Evaluate by the end of the 3rd and 6th months, and by the beginning of the 11th month, of the one-year probationary period.</p> <p>Permanent Employees: Evaluate annually.</p> <p style="text-align: center;">Process</p> <p><u>Temporary, Probation &/or Permanent Employees</u></p> <ul style="list-style-type: none"> ▶ The employee shall be provided with a copy of the official performance evaluation which is to be placed in his/her personnel file prior to such placement. ▶ Evaluations shall be signed by the evaluator and the employee. ▶ The employee shall be given the opportunity to discuss the evaluation in a meeting with the appropriate administrator. Such a meeting shall take place at a mutually acceptable time and location. ▶ If the 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. ▶ The employee may request a second meeting with a union representative present to further discuss the evaluation. Such a meeting shall take place at a mutually acceptable time and location. ▶ Performance Evaluations shall be in writing and shall be placed in the employee's personnel file.