



California State University

Dominguez Hills

Human Resources Management

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PROCEDURES FOR UNIT 4 (APC) EVALUATIONS

The appropriate MPP administrator should notify in writing any Unit 4 employee he or she supervises that a performance evaluation shall take place.

MPP administrators are to use the new Unit 4 Evaluation Form recently approved through the collective bargaining process and refer to Article 18, Evaluation. Also please review the instructions for completing the form with is available on the Human Resources Management website.

Evaluations should be based on direct observation or supervision of the employee's work. If 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 personnel file, including the applicable position descriptions and input from employees and/or students who have interacted with the employee. If any rating is less than satisfactory, documents and/or specific examples relied upon for the rating must be given to the employee at the time the evaluation is completed in draft form.

A draft version of the evaluation is to be given to the employee who has 14 calendar days to review the evaluation and to prepare 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.

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.

A written record of a final performance evaluation shall be placed in the employee's personnel file. The employee shall be provided with a copy of the written recommendation, if any, made at each level of the review. If an employee disagrees with 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.

All final decisions regarding permanency shall be made by the President.

Created: June, 2002

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