

Quick Tips



▶ Employee Performance Appraisals

CR & CM Bargaining Units -- Memorandum of Agreement (MOA) & Civil Service Rule V - Employee Performance Appraisals

★ 5 Overall Performance Ratings

- **Outstanding:** Exceptional, extraordinary, well above standard.
- **Above Standard:** Better than the performance expected of a fully competent employee.
- **Standard:** Satisfactory and competent performance.
- **Improvement Needed:** Less than what is expected. Job performance does not meet the stated standards in one or more areas that are important to successful job performance.
- **Unsatisfactory:** Unacceptable, job performance does not meet stated standards and there are significant performance problems in one or more areas that are important to successful job performance.

★ 5 Days to Review, Sign & Date Your EPAR

Employees have **5 Calendar Days** to review/draft, sign, and date the evaluation form to acknowledge receipt of it. You can refuse to sign it. If you disagree with the rating, you can attach a rebuttal statement or appeal it per Civil Service Rule V.

★ 2 Basic Types of Performance Evaluations

There are two (2) basic types of performance evaluations, **Cyclical** (Regular Cycle) which is mid probation, end of probation, and annually thereafter), and **Supplemental** evaluations (As Needed).

★ Performance Evaluations Appeal Process

Civil Service Rule V - Employee Performance Appraisals Section 5.1.6 regulates the performance appraisal appeals process. Your Departmental Appointing Authority has the final decision on EPAR appeals and it is not appealable to the Civil Service Commission. **CALL YOUR ASDCE REPRESENTATIVE FOR MORE INFO ON EPAR APPEALS.**

FEEDBACK

The job performance appraisal process provides you feedback by rating your job performance over time. There should be no surprises at the end of the rating period for employees. **Both the Supervisor and the Employee have input in the review/drafting of the appraisal per DHR 1003.**

IT'S IN THE MOA! CR & CM Units

ARTICLE 10

Section 6. Performance Evaluations. All Departments shall follow **DHR Policy 1003. Section 13. Voluntary Transfers:** Performance Appraisals and Disciplinary Actions will be considered on a case-by-case basis and may be a factor of denial but will not automatically disqualify an employee for a voluntary transfer. Employees can review their personnel files.

IT'S IN THE MOA! CR & CM Units

ARTICLE 11

A. The grievance procedure shall not apply to matters concerning performance reports.

IT'S IN THE MOA! CR & CM Units

ARTICLE 4

C. Employees covered by this agreement may not advance to the next higher step if for the preceding performance rating period, the employee's overall performance was rated at a below standard level (i.e. *unsatisfactory or improvement needed*) and shall have an overall rating of standard to advance to the next higher step and pay.