

CLASSIFIED EMPLOYEE SELF ASSESSMENT AND APPEALS PROCESS

Evaluations

Supervisors are required to complete evaluations for each classified employee during the annual evaluation period (Aug 10-October 24). Employees on probation whose probationary periods end in September or October may be evaluated using either the Probationary review form or the new Classified Employee Evaluation Form.

Employee Self-Assessment

Each employee is afforded the opportunity to provide the supervisor with a self-assessment for the rating period. Supervisors are required to review and consider employee self-assessments when completing the performance evaluation.

Self-Assessment Formats

There is a self-assessment section on the Evaluation Form for the employee to complete. The supervisor may designate a different format for the employee to use when completing their self-assessment. Completing the self-assessment in a narrative format is recommended to provide an affective and detailed description to the supervisor.

Information to Include

- How core measures were met
- How performance factors were met
- Accomplishments during the rating cycle
- Problems during cycle that prevented measures to be met
- Circumstances beyond employee's control
- Year-end learning accomplishments

Appeals Process for Performance Evaluations

If employee disagrees with evaluation:

- Employee should discuss the issue with supervisor
- If not resolved, employee may appeal to the reviewer for another review of the evaluation, within 10 workdays of the initial performance meeting
- Reviewer should discuss appeal with supervisor
- Reviewer should provide employee a written response with 5 workdays
- Classified employee evaluations may be grieved following the Grievance Procedure guidelines.