



California State University, Stanislaus

Subject: Management Personnel Plan (MPP) Performance Appraisals (California Code of Regulations, Title 5, Article 2.2, Section 42720 & CSU HR 1992-26 technical letter)	Department Name: Human Resources	Section Number: 5936
	<input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	Effective Date: Fall 1995 Revision Date: 6-28-05 Revision Date: 6-06 Revision Date: 4-10
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I. POLICY

It is the policy of the California State University that all employees represented under the Management Personnel Plan (MPP) be reviewed on an annual basis. The purpose of such reviews is to assess each manager's overall leadership and administrative effectiveness, achievement of planned goals and to provide guidance on professional development and improvement of responsibilities. A significant part of the review process is the setting of goals and establishing appropriate support to meet annual objectives. This process is considered an essential part of assessing the institution's progress in achieving the University's Mission and Strategic Plan.

II. ACCOUNTABILITY

The President or designee is responsible for overseeing the implementation of the evaluation process and the review of policies and procedures for MPP personnel employed by the University.

III. APPLICABILITY

All employees represented under the Management Personnel Plan shall participate in the performance evaluation process established under this policy.

IV. PROCESS/PROCEDURES

A. **Frequency of Performance Evaluations**

- 1) Full time/Temporary MPP employees shall be evaluated after six-months, and subsequently on an annual fiscal year basis; as part of the written performance evaluation process. MPP employees on an interim appointment are not required to be evaluated.

B. **Special Reviews**

At any time deemed appropriate by the President (or designee), a special performance evaluation process may be initiated for an individual employee represented under the Management Personnel Plan.

C. **Confidentiality**

Federal and state laws guaranteeing confidentiality will be observed in obtaining information, implementing procedures and in reporting results of such evaluations.

D. **Tools of Performance Evaluations:** The following items are important for a useful evaluation.

1. Current position description: HR 1992-26 requires all MPP employees have a current position description in their official personnel file in Human Resources. The position description should be reviewed annually. Each position description should include the following:
 - Position Purpose (reason for the job)
 - Essential Duties (those duties essential to accomplish the purpose of the position)
 - Secondary Duties
 - Work Environment (work conditions where the major duties are performed)
 - Minimum Qualifications (minimum requirements that must be met to perform major job duties)
2. Established goals: a retrospective view of how previously established goals were met. An employee may consult with his or her supervisor and/or provide a bullet list of results accomplished during the review period.
3. Goals for the next review period and resources required to meet goals.
4. Written Conclusion: A synthesis and analysis by supervisor of the above information.
5. Optional: Peer consultation by supervising manager as determined to be appropriate.

E. **Areas of Evaluation and Performance Criteria**

1. **General Leadership and Administrative Effectiveness:** Summary of performance should address the following criteria to evaluate whether an individual has performed at an acceptable level of effectiveness and success.
 - a. Achieved results in assigned management goals. Work consistently demonstrates moving the university's mission forward to a higher level of service quality.
 - b. Effectively and efficiently manages resources: human, fiscal, and physical. Demonstrates ability to exercise innovative and successful approaches to address issues and/or improve/streamline areas of responsibility.
 - c. Consistently demonstrates full ownership of areas of responsibility. Demonstrates accountability for taking appropriate action and initiates steps to ensure effectiveness of responsibilities.
 - d. Demonstrates effective communications, including ability to listen, assess and make informed decisions to resolve or improve functions.
 - e. Establishes and maintains creditability with campus and external constituents.
 - f. Demonstrates ability to move forward in area of responsibility in a visionary manner to address future needs and ensure long-term success.
2. **Major accomplishments** achieved during the fiscal year. Work clearly demonstrates the manager's initiative to meet the goals as set by the supervising manager and/or area Vice President.
3. **Plans for improvement and establishment of goals** for new review period. Briefly outline improvement plans and list specific goals.

F. Process

1. Human Resources notifies managers at the beginning of the annual review process;
2. Timeline: Each area Vice President shall establish division timelines to ensure the internal evaluation process is completed no later than the scheduled deadline;
3. Evaluator analyzes, and writes draft evaluation;
4. Evaluator meets with his/her supervisor for review, input, and discussion, than prepares the final evaluation;
5. Evaluator meets with employees to discuss results of performance evaluation, and develops a plan of action with the employee, including goals to be accomplished;
6. Forward completed evaluations to Vice President by the scheduled deadline;
7. Vice President forwards all evaluations to Human Resources;
8. A written record of a performance evaluation shall be placed in the employee's personnel file.

V. ANNUAL MERIT SALARY ADJUSTMENTS

A. State MPP/Confidential Merit Pool Allocation:

1. The Chancellor's Office will notify the campus of the merit pool funding upon approval of the State Budget.
2. Non-state employees shall be funded through the appropriate non-state funding and shall be eligible to receive the same salary adjustments provided to state funded employees.
3. The campus will not supplement the merit pool as a general practice.

B. Eligibility for the Annual Merit Salary Adjustment:

1. An MPP employees must have been employed continuously for the previous academic year.
2. Employees who are promoted into an MPP position or promoted to a higher position within the MPP group are eligible for merit increase consideration depending on the employment conditions at the time of hire (e.g., a salary increase provided at the time of promotion may take the place of the annual merit increase).
3. Human Resources shall establish an eligibility list. The list will identify for each position whether the source of funding is state funded or non-state funded.

D. Annual Salary Adjustments

1. The President will determine the final merit salary increase.
2. An employee who meets satisfactory performance is eligible for a merit salary adjustment. See exempt under section V.B.2.
3. An employee who does not meet satisfactory performance will not receive a merit salary adjustment.