

Workforce Development
ANNUAL PERFORMANCE EVALUATIONS
(FY 16-17)

Frequently Asked Questions (FAQ's)

What is the purpose of the Performance Evaluation and Planning form?

The purpose of the District's annual performance planning and evaluation program is to keep employee performance records up to date and to provide employees feedback on their performance.

When are the completed forms due to the Office of Employee Relations?

FY 16-17 forms are due on Friday, June 17, 2016.

Note: Performance Evaluations for employees receiving performance rating below “effective” are due on Friday, June 10, 2016 and Human Resources should be contacted immediately.

If an AFSCME employee is rated lower than “Effective”, will they receive a pay increase?

No. According to the contract agreement for 2013-2017 “Employees receiving performance ratings of “effective” or higher are eligible for general rate increases as negotiated by the parties.”

If a NR employee is rated lower than “Effective”, will they receive a pay increase?

As Non-Represented employees wage increases are authorized by the General Manager, each such increase is subject to the employees’ achieving an overall performance rating of “effective” or better on his/her most recent annual performance evaluation, and is subject to the employee having no active discipline involving an attendance component.

If I rate an employee a “Marginal” on one or more dimensions, can the overall rating still be “Effective”?

Yes, an employee receiving a “Marginal” on one or more dimensions can still be rated an overall of “Effective”. For each dimension rated “Marginal”, the supervisor will be asked to provide additional information in the comments section to document their assessment.

What will be the next steps if an overall rating of “Marginal” is anticipated and scored for an employee?

If you are planning to rate an employee with an overall rating of “Marginal” or lower, then please contact the Workforce Development Team as soon as possible by contacting Patrice McElroy at x6885 or Prem Bajaj at x7532. All supervisors with “Marginal” or lower rated employees will be asked to further review with the Office of Employee Services and Labor Relations begin Performance Improvement Plans (PIP) process.

How can I reach someone for more questions that I may have?

For additional questions about the Performance Management program, contact Patrice McElroy at x6885 or Prem Bajaj at x7532.