




San José State
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**Human Resources
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July 29, 2002

TO: All Unit 1, 2, 4, 5, 6, 7 & 9 Employees
FR: Dona Bertain 
Associate Vice President
RE: Staff Performance Review Program Update

We are nearing the end of the first appraisal period using the new staff performance review program introduced last spring. While I have heard many positive comments from bargaining unit employees and their managers about the process and review outcomes, there have been some concerns expressed. This is a reminder that should you wish to respond to the written evaluation, the individual bargaining unit contracts each address the process for rebuttals to the performance evaluation as follows:

Unit 1 – Physicians (July 1, 2001 – June 30, 2004 Contract)

Article 13.7 – *“If an employee disagrees with the record of a 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.”*

Unit 2, 5, 7 & 9 – CSEA (July 1, 1999 – June 30, 2002 Contract)

Article 10.8 – *“If an employee disagrees with the record of a 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.”*

Unit 4 – APC (July 1, 2000 – June 30, 2003 Contract)

Article 18.3 – *“If an employee disagrees with the record of 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.”*

Unit 6 – SETC (July 1, 1999 – June 30, 2002 Contract)

Article 12.8 – *“If an employee disagrees with the written performance evaluation, the employee may submit a rebuttal statement which shall be attached to the written performance evaluation and placed in the personnel file. The employee may also request a second meeting with a union representative present to further discuss the evaluation. Such a meeting shall take place at a mutually acceptable time and location.”*

In the following months, Human Resources will review the feedback received from managers and staff. As with any new program, a full cycle must be completed before adjustments to the process can be implemented and as promised we will send out a formal survey during the spring of 2003. All comments regarding the program are appreciated and will be included in our assessment of the program's success. Comments and suggestions may be forwarded at anytime to the attention of Deborah Weakland, Training/Organizational Development Specialist, in the Human Resources Service Group, extended zip #0046.

cc: Deborah Weakland, Training/Organizational Development Specialist