ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

ADMINISTRATIVE MANUAL

PERFORMANCE APPRAISAL

POLICY 106

1.0 PURPOSE:
To provide a means for feedback to employees and as a measure for assigning compensation for merit through a process of peer evaluation and self-reflection

2.0 REFERENCES:
None

3.0 POLICY:
ASI shall, through an appraisal process, provide for feedback to employees on expectations and areas of concern. Through this process, ASI seeks to garner information to empower employees in areas that will contribute to ASI and in the development of the employee.

4.0 DEFINITIONS:
None

5.0 PROCEDURES:

5.1 The performance appraisal is a means by which the corporation can:
5.1.1 Review employee's job description for completeness and appropriateness.
5.1.2 Evaluate job performance of an employee, including accomplishments and deficiencies.
5.1.3 Assist the employee in the development of skills.
5.1.4 Identify performance problems and recommend corrective action.
5.1.5 Recommend merit salary adjustments that are consistent with the employee's performance.
5.2 Appraisal Frequency
5.2.1 Appraisals shall occur 90-days after hire; pending performance issues the supervisor shall secure guidance and approval for additional review after the first 90-day interdictory period.
5.2.2 Midyear review will be conducted for all professional staff no later than October. The review will be follow the appraisal process outlined below. The Executive Director and Professional Staff member midyear and annual performance evaluation timeline will be reviewed by the second Personnel Committee meeting.
5.2.3 Official appraisals shall occur on a yearly basis for all professional staff.
5.2.4 The Executive Director official performance appraisal will begin in March and completed one month prior to the final board meeting for that academic year. In the event that the evaluation is not completed, the evaluation will be

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<tr><td>**Deleted:** The Executive Director and Full Time Staff member evaluation timeline will be reviewed by the first Personnel Committee meeting in the Spring quarter.</td></tr>
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"...For the Students, by the Students!"

forwarded to the Office of the Dean of Students or Senior Associate VP for Student Life for completion and review with the ASI President for that academic year.

5.3   Appraisal Process
    5.3.1   The appraisal process consists of three steps:
        5.3.1.1 Self-Appraisal – The employee has the option of completing a "Self-Evaluation"
        5.3.1.2 Peer-Appraisal – The ASI Executive Director and the Personnel committee chair will identify stakeholders (e.g. Board of Directors, ASI Members, etc.) who will be asked to participate in the review process. Each participant will be asked to complete the "Employee Evaluation Appraisal" form.
        5.3.1.3 Supervisor Appraisal – The employee will participate in a conference where the supervisor's appraisal, peer appraisals, and the self-appraisals are reconciled and the employee is counseled as to the nature of the work performance. During the supervisor appraisal, the employee and the area manager will:
            5.3.1.3.1   review job description - agree to changes
            5.3.1.3.2   review each item/rating/comments
            5.3.1.3.3   try to come to agreement on items/rating/comments - negotiation is encouraged
            5.3.1.3.4   agree to changes as necessary
            5.3.1.3.5   review the three (3) most important aspects of job performance
            5.3.1.3.6   develop three (3) annual goals/performance
            5.3.1.3.7   employee/supervisor discusses the recommendation for the merit salary adjustment.
        5.3.1.4 Appraisal Conflict – If an employee disagrees with the evaluation, they may:
            5.3.1.4.1   attach a letter to the evaluation.
            5.3.1.4.2   ask for a review by the ASI Administrative Office
            5.3.1.4.3   file a formal grievance
    5.3.2   Employees may request an additional evaluation each year.
5.4   Merit Salary Adjustments
    5.4.1   The discussion of performance and merit is conducted in closed session. Only the results of action taken in closed session is reported. The results of said action is to be reported upon leaving closed session and recorded in the minutes.
    5.4.2   Professional staff are eligible for merit with a satisfactory performance rating or above which is consistent with California State University standards. Merit Adjustments approved by the Personnel Committee are forwarded to the Board of Directors for consideration.
    5.4.3   When a merit adjustment is recommended, an employee receives retroactive pay back to the appropriate anniversary date.
    5.4.4   shall be available from the MSA pool and shall be in alignment with the California State University standards.

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5.5   Cost of living adjustments - To remain in alignment with California State University practice if a cost of living adjustment is offered to Cal State LA professional staff will be eligible, if funding is available.

5.6   Topping out - Employees are not eligible for merit salary adjustments after they have reached the top of the range.

5.7   Salary Range/Classifications
    5.7.1   Each position will have an associated salary range.
    5.7.2   The classification, title and salary range shall conform to California State University classification standards.

Policy History:

Approved: May 31, 2001
Revised: March 1, 2012
Approved: February 28, 2013
Approved: November 4, 2015