

DRAFT - *Performance Appraisal*
Discussion Points for Alternatives to Civil Service
February 27, 2013

Performance Appraisal System – method to assess job performance, including any link to pay increases

A KSU system would include the following features of our existing process:

1. One or more required performance appraisal forms developed by KSU. (Much like prior form and may want to have slightly different forms based on type of job.) Departments would be allowed to add some unique components with Human Resources (HR) approval. The evaluation should focus on duties and responsibilities of the position and less on behaviors. Goals may not be as applicable to trades jobs.
2. HR notifies departments of evaluations due and monitors completion of evaluations by deadlines associated with salary increases. Would require evaluation prior to salary increase. Could incorporate evaluations into budgetary cycle for salary increases to assure completion. May also incorporate requirement to have a position description at time of salary increase since their accuracy is important to the evaluation process.
3. HR maintains central records of evaluation documents and overall ratings.
4. HR coordinates an appeal process with PRC committee for the permanent employee appeal of an evaluation rating. This process will continue as is.
5. Take performance ratings into consideration in layoff process.
6. Maintain the practice of a 6 month probationary period, with extension of up to 12 months.

A KSU system would not include the following feature of our existing process:

- State mandated form and rating system, with associated regulations.
- Appeal to Civil Service Board for dismissal or demotion based on performance appraisal.