To: Vice Chancellors
Division/Department Heads

From: Carol Santos, Assistant Vice Chancellor of Human Resources

Date: May 7, 2012

RE: Changes to the ESU Performance Evaluation Process

As a result of our recent collective bargaining, effective July 1, 2012 there will be a significant change to the process of completing Performance Evaluations for ESU bargaining unit members.

The current process requires a performance evaluation to be completed on the employee’s anniversary date and the Office of Human Resources typically sends out performance evaluations, thirty – sixty days prior to that date. However, effective July 1, 2012 a change in our labor agreement now requires the performance evaluations for all ESU bargaining unit members to be completed annually in the month of November. As a result, the Office of Human Resources will send out the performance evaluations in mid-September through early October for compliance with completion of all evaluations in the month of November.

We are optimistic you will find this change beneficial and it will result in a greater rate of return of completed evaluations. We will also provide training regarding effective completion of performance evaluations in the Fall.

It’s important to note that merit increases are directly tied into the annual performance evaluations. For example, under our current labor agreement a rating of “Very Good” receives a .25% merit adjustment; a rating of “Outstanding” receives a .50% merit adjustment; and unit members, who are otherwise eligible for a merit adjustment but did not receive an annual evaluation through no fault of their own, shall receive a .50% merit adjustment.

Due to the fact this is a transition year for the aforementioned changes, a unit member whose anniversary date falls between January 1 and July 1 will have two (2) evaluations conducted this calendar year. However, beginning January 1, 2013 all ESU members will receive one performance evaluation in November of each year.

As always, we greatly appreciate your assistance in ensuring timely and comprehensive performance evaluations are completed.

If you have any questions or concerns please contact either Lisa Cordeiro at ext. 8061 or Kim Sylvia at ext. 8081.