

Key Benchmarks in CSEA, PEF, and M/C Performance Evaluation Programs

Provision	ASU, ISU, OSU, DMNA	PS&T	M/C
Evaluation Cycle Starts	On anniversary date in salary grade	On anniversary date in salary grade	April 1
Issuance of Performance Program	Performance program should be completed and given to the employee at the beginning of the rating period.	Performance program must be given to the employee within six weeks of the beginning of the rating period. ¹	Performance program should be completed and given to the employee at the beginning of the rating period.
Six Month Recertification	Optional, but recommended	Mandatory ¹	Optional, but recommended
Preparation by Employee of Parts I and II Worksheet	Not applicable	Optional. Employee must be offered the opportunity to complete Parts I and II (Part II if Part I is completed)	A worksheet can be useful, not required
Due Date of Performance Evaluation Rating	Must be completed annually on performance evaluation anniversary date and given to the employee as soon as practical	Must be completed annually on performance evaluation anniversary date and given to the employee as soon as practical	Must be completed annually on April 1 and given to the employee as soon as practical
Appeal of Unsatisfactory Rating	Only ratings of unsatisfactory are appealable. Only part-time and full time employees in permanent status have the right to appeal. Employees must file an appeal within 15 calendar days of receipt of an unsatisfactory rating. Appeals can be made to Agency and Statewide Appeals Boards.	Only ratings of unsatisfactory are appealable. Only part-time and full time employees in permanent status have the right to appeal. Employees must file an appeal within 15 calendar days of receipt of an unsatisfactory rating. Appeals can be made to Agency and Statewide Appeals Boards.	Only an employee whose performance advance or longevity payment has been withheld for performance reasons may appeal to the Agency Appeals Board. Only part-time and full time employees in permanent status have the right to appeal. Employees must file an appeal within 15 calendar days of receipt of an unsatisfactory rating. There is no statewide-level appeal.
Impact of Unsatisfactory Rating	A performance advance (increment) or longevity payment will be withheld.	A performance advance (increment) or performance award will be withheld.	A performance award or longevity payment will be withheld.
Effect of Promotion ²	New cycle begins on date of promotion	New cycle begins on date of promotion	No change if still M/C
Change in Bargaining Unit ²	No change in evaluation cycle unless moved to an M/C position	No change in evaluation cycle unless moved to an M/C position	Evaluation cycle becomes April 1 – March 31

Employees in the Administrative, Operational, and Institutional Services Units and the Division of Military and Naval Affairs Units are represented by the Civil Service Employees Association (CSEA). Employees in the Professional, Scientific and Technical Services Unit are represented by the Public Employees Federation (PEF).

Chart prepared by the Governor's Office of Employee Relations (GOER), January 2009.

¹ Employee must receive a copy of the performance program within six weeks of the beginning of the rating period. Supervisor must meet with employee for the mid-point six-month review within one month before or after the midpoint of the one-year rating period. If either or both do not occur, the evaluation is considered technically deficient, and, if appealed at the statewide level, the PS&T Statewide Board will overturn the "unsatisfactory" rating based solely on this technical deficiency. Merit will not be considered.

² While these events can occur independently, they often occur simultaneously. If they occur simultaneously, the effect of the promotion prevails.