



## ANNUAL PERFORMANCE APPRAISAL AND 90-DAY PERFORMANCE APPRAISAL POLICY AND PROCEDURE

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The CSUSM Corporation requires all supervisors to conduct performance appraisals on their current “Regular” employees *annually* and to use the same time frame for the review period as the campus (April 1st through March 31st for non-MPP staff and May 1st through April 30th for MPP staff). Additionally, all newly hired Regular employees or current Regular employees that have recently been assigned a new position must have a performance appraisal conducted at *ninety (90) days* of employment. Supervisors can utilize the CSUSM Corporation’s performance appraisal process for their *temporary* employees, but it is not mandatory.

**POLICY GUIDELINES AND PROCEDURES:** All Regular CSUSM Corporation employees are to receive performance appraisals according to the following guidelines:

- Each CSUSM Corporation supervisor is to conduct a written performance appraisal on all their “Regular” employees at the following intervals:
  - at ninety (90) days of employment or at ninety (90) days after assignment to a new position; and
  - at least one (1) time per year;
- The written 90-Day performance appraisal form and the performance appraisal meeting is to be completed within two (2) weeks from the end of the employee’s first ninety (90) days of hire or recent change in job assignment;
- For annual performance appraisals, the written performance appraisal form is to be completed and a performance appraisal meeting is to take place within forty five (45) days after the end of the employee’s performance appraisal period (e.g., May 15th for non-MPP);
- Prior to completing the performance appraisal, the supervisor should request that the employee complete a self-evaluation form. The employee’s job description, principal duties, self-evaluation and responsibilities are to be discussed with each employee during the performance appraisal meeting;
- In the case of unsatisfactory performance, the supervisor should contact the Human Resources Office for assistance well in advance of conducting the performance appraisal meeting;
- The Annual Performance Appraisal period *start dates* will begin with April 1st (non-MPP) and May 1st (MPP) or the start of a new employee’s employment or a new assignment;
- Performance Appraisal *end dates* will be March 31st (non-MPP) or April 30th (MPP)

## Annual Performance Appraisal and 90-Day Performance Appraisal Policy and Procedure

- Any employee that is hired in the middle of the review period will receive an appraisal at the end of that review period for the length of service they have with CSUSM Corporation or will receive a 90-Day appraisal if appropriate;
- A written performance appraisal is required with every *promotion or equity adjustment* requested during the year. Review and approval by CSUSM Corporation Director of Human Resources & Payroll must be given prior to any changes being made;
- All changes in employment will continue to be documented on the CSUSM Corporation's Employment Authorization Form (EAF);
- All documented performance appraisals will be submitted to the CSUSM Corporation's Human Resources Office on or before the performance appraisal due date;
- Compensation guidelines are approved annually by the CSUSM Corporation's Board of Directors in May for the following fiscal year. These guidelines establish pay increase parameters, if funds are available;
- A positive performance evaluation does not guarantee an increase in pay, a promotion, or even continued employment annually or after the initial ninety (90) days of employment and
- The terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of the Executive Director of CSUSM Corporation.

For each performance appraisal, please use CSUSM Corporation's performance appraisal forms provided on the CSUSM Corporation website at

[https://www.csusm.edu/corp/businesssvcesandfinance/policies\\_proc\\_forms/index.html](https://www.csusm.edu/corp/businesssvcesandfinance/policies_proc_forms/index.html).