

# Evaluation of Employees

## 1001.1 PURPOSE AND SCOPE

Discretionary **MODIFIED**

The California Department of State Hospitals (DSH) employee performance evaluation system is designed to record work performance for both the Office of Protective Services (OPS) and the employee, providing recognition for good work and developing a guide for improvement.

## 1001.2 POLICY

Discretionary

The California Department of State Hospitals utilizes a performance evaluation report to measure performance and to use as a factor in making personnel decisions that relate to merit increases, promotion, reassignment, discipline, demotion, and termination. The evaluation report is intended to serve as a guide for work planning and review by the supervisor and employee. It gives supervisors a way to create an objective history of work performance based on job standards.

The OPS evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

## 1001.3 EVALUATION PROCESS

Discretionary

Evaluation reports will cover a specific period of time and should be based on documented performance during that period. Evaluation reports will be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

All sworn and professional staff supervisory personnel shall attend an approved supervisory course that includes training on the completion of performance evaluations within one year of the supervisory appointment.

Each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation criteria with each employee at the beginning of the rating period. Supervisors should document this discussion in the prescribed manner.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise.

Non-probationary employees demonstrating substandard performance shall be notified in writing of such performance as soon as possible in order to have an opportunity to remediate the issues.

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Such notification should occur at the earliest opportunity, with the goal being a minimum of 90 days written notice prior to the end of the evaluation period.

Employees who disagree with their evaluation and who desire to provide a formal response or a rebuttal may do so in writing in the prescribed format and time period.

### **1001.4 FULL TIME PROBATIONARY PERSONNEL**

Discretionary **MODIFIED**

Non-sworn employees are on probation for either six or 12 months, depending on civil service classification, before being eligible for certification as permanent employees. Written probationary reports are completed as appropriate for the classification, for all non-sworn employees during the probationary period.

Sworn employees are on probation for 12 months before being eligible for certification as permanent employees. Probationary officers are evaluated daily, weekly and monthly during the probationary period.

Probationary reports are completed using the State of California-Personnel Administration form, standard 636, "Report of Performance for Probationary Employees."

### **1001.5 FULL-TIME PERMANENT STATUS PERSONNEL**

Discretionary **MODIFIED**

Permanent employees are subject to two types of performance evaluations:

**Regular** - An Employee Performance Evaluation shall be completed annually.

Annual performance evaluations for rank and file employees are completed using the State of California performance summary form, standard 637, "Performance Appraisal Summary."

Annual performance evaluations for managers and supervisors are completed using the facility-specific "Performance Appraisals for Managers and Supervisors" form.

**Special** - A special evaluation may be completed any time the rater and the rater's supervisor feel one is necessary due to employee performance that is deemed less than standard. Generally, the special evaluation will be the tool used to demonstrate those areas of performance deemed less than standard when follow-up action is planned (action plan, remedial training, retraining, etc.). The evaluation form and the attached documentation shall be submitted as one package. Refer to current hospital practices regarding improvement plans.