

Labor Relations Update

VOLUME 1, ISSUE 1

FEBRUARY 23, 2005

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Upcoming Workshops

The Human Resources Department will be conducting workshops on Performance Review in March and April.

Status of Staff Collective Bargaining Agreements

The start of the new year is an ideal time for Human Resources to share with campus staff the status of the various staff collective bargaining agreements.

These are the written agreements between the CSU and each bargaining unit that govern working conditions for staff within the bargaining unit. The agreements are negotiated between the CSU Chancellor's Office and representatives of the bargaining units, and the respective agreements apply to each campus in the CSU System.

Current Status :

Unit 1 - California Federation of the Union of American Physicians and Dentists.

There is a current Agreement which runs through June 30, 2007.

Units 2,5,7, and 9 - California State Employees' Association (California State University Employ-

ees' Union - CSUEU).

The Agreement was extended through June 30, 2006. There is a re-opener which calls for negotiations on economic provisions of the Agreement during 2005.

Unit 4 - Academic Professionals of California.

The last Agreement expired June 30, 2003, and negotiations are still on-going to finalize a new Agreement.

Unit 6 - State Employees Trades Council.

There is a current Agreement which runs through 06/30/05. It is expected that there will be full negotiations in the spring of this year to finalize a new Agreement.

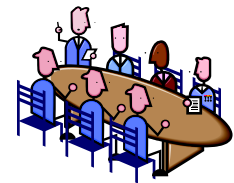
Unit 8 - Statewide University Police Association.

The Agreement which expired on June 30, 2004 was formally extended by the parties pending finalization

of a new Agreement.

In those circumstances where an Agreement has expired, and there is no formal extension by the parties, in general the parties continue the terms and conditions of the expired Agreement while bargaining continues.

However, there are some exceptions to this, particularly as pertains to the form of overtime pay-



ment, and arbitration of grievances dealing with issues after the Agreement expiration date.

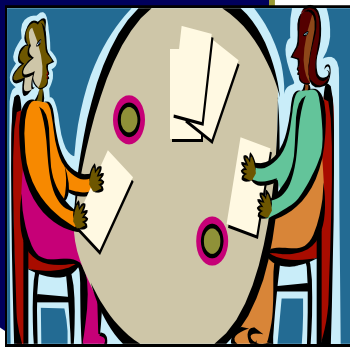
Please note that Unit 3 and Unit 11 are coordinated by the Provost's Office rather than the HR Office.

Questions? Contact Human Resources, x5-3634.

Performance Review



Performance Evaluations are required by the collective bargaining agreements between CSU and employee bargaining units.



With the annual cycle for performance evaluations now approaching, this is a good opportunity to revisit some basics regarding this important process.

What is a Performance Evaluation?

It is the culmination of an on-going process of performance feedback, which normally includes a written and verbal review of performance covering the period immediately preceding the evaluation.

Why is it important?

- It is an opportunity for supervisors and employees to communicate about the job.
- It is an opportunity to discuss employee performance in relation to performance expectations.
- It is an opportunity to formulate a performance improvement plan and review career development goals.
- It is an opportunity to

improve teamwork.

- It is a key factor considered in some types of salary increases, particularly those that are performance based, and in promotional consideration.

Who must have performance evaluations?

Performance Evaluations are required by the collective bargaining agreements between CSU and employee bargaining units.

Who conducts the evaluation?

In most bargaining units, the employee's immediate supervisor prepares the evaluation form and conducts the appraisal meeting with the employee.

When are Performance Evaluations required?

Probationary employees with a one year probationary period are evaluated by the supervisor before the end of the 3rd, 6th, 9th and 11th month.

Probationary employees

with a two year probationary period are evaluated by the supervisor in the 6th, 12th, 18th and 23rd month.

Permanent employees are evaluated once a year, and the evaluations are due on a specified date, after attainment of permanent status is achieved.

Temporary employees are evaluated periodically, usually during the midpoint of their temporary appointment.

In most bargaining units, a supervisor may do an evaluation more frequently than the normal cycle if there is need to provide formal feedback regarding performance.

Questions or Comments? Please contact Human Resources.

The Human Resources Department will be offering Performance Review training workshops during March-April, 2005. Dates to be announced.