APPENDIX G: Task Force To Review Section III.B. & Appendix E.

During the 2012/13 Meet and Confer session, Exempt Staff team and the Board of Governor’s Management Team agree to convene a Task Force to review and propose changes to the language on Employee Evaluations (Section III. B. Performance Evaluation and Appendix E: Exempt Staff Step Progression Plan and Criteria.) The current language remains in effect during this review.

The charge of the Task Force is expanded to include the review of compensation and how it may be factored into the combined evaluation/step progression process.

Task Force Charge:
1. After review, propose a new or revised process for exempt employee evaluations to be included in the Exempt Policy Handbook Section III. B. Performance Evaluation. This review will include but is not limited to: evaluation at the end of the probation period; evaluation and performance development plan to extend the probation period; annual performance evaluation during the first year of employment; the annual performance evaluation for all years thereafter.

2. After review, propose a new or revised process for exempt employee step progression (SPP) to be included in the Exempt Policy Handbook Appendix E: Exempt Staff Step Progression Plan and Criteria. This review will include but is not limited to: evaluation of the effectiveness of the current SPP process and the integration of the employee evaluation with the SPP.

3. To the greatest extent possible, recommend ways to integrate and streamline the two processes noted above.

4. By May 29, 2016, finalize the work and recommendations for presentation to Chancellor’s Cabinet in a final report. The final report and any recommendations for policy changes will be subsequently presented to the Meet and Confer Teams for revision, as appropriate, in the 2014/2015 or 2015/2016 Meet and Confer process depending on Chancellor Cabinet recommendation.

Task Force Membership, Composition and Meeting Schedule:

1. ACES appointed four (4) ACES members and administration will appoint four (4) other exempt staff members to serve, including one to serve as co-chair.

2. An Administrator serves as co-chair, and a representative from the Human Resources Office.

3. Administration provides staff support.