

INFORMATION ON PROBATIONARY REPORTS OF PERFORMANCE

1. The Report of Performance system is based on the principle that an employee should be kept informed of his/her supervisor's evaluation of his/her work. When a person is appointed as a probationary employee he/she is considered to be capable of Standard performance, and is presumed to have an initial over-all performance rating of Standard. Thereafter, changes in his/her level of performance are shown by the Report of Performance. A probationary period of not less than six months or more than one year is required before permanent civil service status is attained; and reports must be prepared at the end of each one-third portion of the period. Additional reports may be prepared at any time during the probationary period.
2. The purpose of the Report of Performance is to help the supervisor and employee measure how well the employee is adapting to his/her job, and to provide a tool for guidance in training assignment, and granting of permanent civil service status.
3. The qualifications of each probationary employee, as demonstrated by his/her work performance, are rated on not less than five of the factors listed. Factors that do not apply are not rated. For example, Administrative Ability is not rated if the position does not have regular administrative responsibility. Any important qualification factors not listed in items 1 through 9 are described by the Rater and rated under item 10. Do not use item 9 for employees in Bargaining Units 12 and 13.
4. To indicate the rating on any factor, an "X" mark is placed in the appropriate rating column. (The location of the "X" in the rating column may be varied to give the employee a more precise indication as to his/her qualifications. When this is done, the farther the "X" is placed to the right the stronger the rating.)
5. If some significant aspect of the work is above or below the level indicated by the factor ratings, this may be pointed out by a statement in Comments to Employee. Where feasible, comments will also include suggestions as to how performance can be improved and suggestions regarding desirable training.
6. When the necessary skills or knowledge to do thoroughly satisfactory work have to be acquired on the job, a rating of Improvement Needed on factors 1 or 2 on the First and Second report does not definitely indicate progress is not satisfactory unless a statement as to unsatisfactory progress is made in Comments to Employee. On the Final Report, any rating of Improvement Needed indicates progress has not been satisfactory.
7. Any rating of Unacceptable or an over-all rating of Short of Standard indicates progress has been unsatisfactory.
8. The Rater will discuss the report with the employee and give the employee a copy. In signing the report, the employee merely acknowledges that he/she has seen it. His/her signature does not indicate agreement. If he/she wishes to add a written statement concerning any part of the report, he/she uses the Comments space. His/her comments are not considered a formal appeal from the report.
9. After the report is prepared, it is considered by the Reviewing Officer. If the Rater and Reviewing Officer do not reach agreement on the report, it is referred to the appointing authority or his/her representative. If any changes are made, the report is not valid unless they are reported to the employee and recorded on his/her copy.
10. It is the duty of the appointing authority to reject any probationary employee who fails to demonstrate fitness for the position. In this event the appointing authority must give the employee written notice as prescribed in Government Code Section 19173. A Final Report of Performance may be prepared at that time.

DEFINITIONS OF RATINGS

OUTSTANDING—Performance on the job indicates qualifications are definitely superior—performance by the end of the probationary period can be expected to be well above the standard required of a competent permanent employee in that job. (If the over-all rating is Outstanding, the Rater must give a written statement of factual substantiation for the rating. General statements such as "Outstanding in skill and knowledge" are not acceptable.)

STANDARD—Performance on the job indicates qualifications are thoroughly satisfactory—performance by the end of the probationary period can be expected to be up to, or somewhat above the standard required of a competent permanent employee in that job.

SHORT OF STANDARD—Performance on the job indicates qualifications are somewhat inadequate—to reach the standard required of a competent permanent employee by the end of the probationary period, greater effort or training is needed.

UNACCEPTABLE—Performance on the job indicates qualifications are very inadequate—special training, reassignment, or rejection may be advisable. (Any factor or over-all rating of Unacceptable must be substantiated by the Rater's written statement of specific reasons for each such rating.)

**THESE DEFINITIONS MUST BE USED IN MARKING THE PERFORMANCE FACTORS
AND IN ARRIVING AT THE OVER-ALL RATING.**

APPEAL PROCEDURE

If the employee believes his/her rating is improper, he/she should discuss it with the Rater. If still not satisfied, he/she should sign the report and place an "X" in the space provided by his/her signature to indicate he/she wishes to discuss the report with the Reviewing Officer. An employee who wishes consideration in addition to the review by the Reviewing Officer and Rater should follow the grievance procedure of his/her agency.

An appeal to the Personnel Board for a formal hearing on a Report of Performance can be made only on the basis that it has been used to abuse, harass, or discriminate against the employee and only after the departmental grievance procedure has been exhausted. Such appeal must be filed with the Personnel Board in writing within thirty days after the employee receives the departmental decision.