

CAPS PROPOSAL

Bargaining Unit: 10

Date: December 2,
2020; 11:40AM

Exclusive Representative: CAPS

Article: 15

Subject: Career Development

15.2 Performance Appraisal and Individual Development Plan

- A. The performance appraisal system of each department shall include annual written performance appraisals for permanent employees. Such performance appraisals shall be completed at least once each 12 calendar months after an employee completes the probationary period for the class in which he/she is they are serving. In the absence of any current annual performance appraisal, or performance evaluation material to the contrary, the employee's performance shall be deemed satisfactory.
- B. The department shall notify CAPS when performance standards are implemented or changed.
- C. The purpose of the Individual Development Plan (IDP) is to establish personal objectives and develop a plan for achieving professional growth, training, career mobility and/or future career considerations. An employee is not required to participate in the IDP. If an employee elects not to participate, this decision will not be held against them.
- D. Departments shall notify each eligible employee of the opportunity to submit an IDP at least annually for full-time employees and for PI employees who work seven hundred fifty (750) hours or more annually.
- E. The IDP process shall not be part of the performance appraisal or disciplinary process. An IDP may be created by an employee without triggering a performance appraisal. If all or part of the IDP is disapproved, the employee shall be notified in writing and a copy shall be provided to the Union.