

**Performance Appraisal**  
**Draft Discussion Points for Alternatives to Civil Service**  
**August 29, 2013**

**Performance Appraisal System** – method to assess job performance, including any link to pay increases

A KSU system will include the following features of our existing process:

1. One or more required performance appraisal forms developed by KSU.
2. HR notifies departments of evaluations due and monitors completion of evaluations by deadlines associated with salary increases. Could incorporate evaluations into budgetary cycle for salary increases to assure completion.
3. HR maintains central records of evaluation documents and overall ratings.
4. HR coordinates an appeal process with Peer Review Committee (PRC) for the permanent employee appeal of an evaluation rating. This process will continue as is.
5. Take performance ratings into consideration in layoff process.
6. Maintain the practice of a 6 month probationary period, with extension of up to 12 months.

A KSU system will not include the following feature of our existing process:

- State mandated form and rating system, with associated regulations.
- Appeal to Civil Service Board for dismissal or demotion based on performance appraisal.

02-12-13 Revised  
02-27-13;  
08-29-13 Revised