

As stated in Title 5, §42722, each CSU campus is responsible for developing an evaluation plan that outlines criteria and procedures for consideration of salary adjustments for management and confidential employees. This plan outlines the evaluation process for management and confidential employees at Sonoma State and includes the current Evaluation Form (Appendix A) which identifies the areas in which employee performance is measured as well as the performance expectation for each performance rating. The CSU Chancellor's Office also provides information each year through a technical letter issued to the campuses that outlines the amount of the merit compensation pool and lends guidance on timing and implementation.

At Sonoma State, salaries for management and confidential employees are set at the time of hire based upon a number of factors including benchmarked salary data for the position, departmental budget, and the experience level of the successful candidate. The assignment of a position to a particular grade level is based on Human Resources' assessment of the skills, knowledge, and other qualifications needed to satisfactorily perform the assigned duties of the position, as well as the nature and complexity of the program or organizational unit the position manages or supervises, the scope of management or supervisory responsibility, job demands, extent of independent decision-making authority, accountability, and impact of policies administered and/or decisions made.

After hire, new employees are evaluated at the six-month mark and again at the one-year mark. Thereafter, they are evaluated annually. The evaluation criteria are determined by the President and clearly stated on the performance evaluation form (Appendix A). *Please refer to Title 5 of the [California Code of Regulations](#) for more information on this topic.*

Merit-Based Salary Increases

In accordance with the Management Personnel Plan, merit-based salary increases may be granted to management and confidential employees on an annual basis. These increases are typically granted effective July 1st of each fiscal year, and they are distributed at the discretion of Campus Presidents. In the event the CSU Chancellor's Office makes a pool of funds available for merit-based compensation (the "merit pool"), Sonoma State's President will allocate the merit pool among the campus Divisions (Academic Affairs, Administration and Finance, Student Affairs, Advancement and Green Music Center), in proportion to each Division's combined salaries, and delegates to the Vice President of each Division the authority and discretion to distribute their allocated portion of the merit pool in accordance with the eligibility and assessment criteria set forth in this policy.

Eligibility Criteria

In order to be eligible for participation in the merit compensation pool program, a management or confidential employee must meet the following criteria:

1. Have been employed in their current management or confidential position as of April 1st of the current year (individuals hired, transferred or promoted effective during the last quarter of the review period (April 1 to June 30) are ineligible to participate in the merit compensation pool until the following year);
2. Received an overall performance rating of Satisfactory or better for the current evaluation year; and
3. Their current salary must be less than 20% above the CSU Benchmark for their position.

All management or confidential employees who satisfy these criteria are eligible for a merit-based salary increase, the amount of which shall be determined in accordance with the Assessment Criteria section below.

Employees who are ineligible for a merit-based salary increase based solely on their current salary (item (c) above) **and** who received an overall performance rating of Satisfactory or better will receive a one-time, lump-sum merit award. Each Vice President shall establish a formula or rubric for determining the amount of such lump-sum awards in their Division.

Assessment Criteria

The Vice President of each campus Division has been delegated the discretion and authority to determine how to distribute their allocated portion of any merit pool among eligible employees within their Division. For example, one Vice President may elect to distribute their allocated portion of a merit pool by granting each eligible employee in their Division the same percentage salary increase, while another Vice President may elect to grant a specified percentage to all eligible employees in their Division or they may issue a different specified percentage to employees based upon specific scoring.

Each Vice President shall establish a formula or rubric for distributing their allocated portion of any merit pool among eligible employees in their Division. Such formula or rubric may include the following assessment criteria:

- ◆ Overall Performance Rating
- ◆ Performance Rating for individual management criteria
- ◆ Years of Service
- ◆ Business Need

In addition to determining potential merit-based salary increases, annual performance evaluations are also considered in connection with recommending professional development opportunities, professional leaves and other activities related to career development and upward mobility. Every performance evaluation should include information about professional development completed during the review period as well as what is planned for the upcoming year.

For further information, please reference the [Salary Program Information and Processing Instructions](#). For applicable policy information on vice presidents, click on: [Compensation for Vice Presidents](#)

Appendix A



**Performance Evaluation for
Members of the MPP**

Section I: Employee Information and Signatures

Employee Name:	Position:
Type of Review:	Review Period from: _____ to _____
Date of This Review:	Date of Last Review:
Department/Function:	School/Cluster:
Evaluator:	Title:
Department Head/Reviewer:	Title:

Evaluator Signature: _____	Date: _____
Department Head Signature: _____	Date: _____
Cabinet Officer Signature: _____	Date: _____
Employee Signature: _____	Date: _____

Employee signature indicates only that you have received the evaluation. You may attach comments to the evaluation and/or request a meeting with the reviewer.

<p>Ratings</p> <ol style="list-style-type: none"> 1. Exemplary - Employee handles all aspects of job. A top performer. 2. Commendable - Employee handles assignments well. Often exceed goals and expectations. 3. Satisfactory - Performance is equal to expectations and requirements. 4. Needs Improvement - Generally needs assistance on assignments. Often fails to meet requirements. 5. Unsatisfactory - Overall performance is inadequate to meet job standards. <p>Routing</p> <p>After the evaluation interview between manager and evaluator, both sign the completed evaluation and route to Department Head or Cabinet Administrator, as appropriate. After final signoffs, evaluator copies and routes as follows.</p> <p>Copies: Original to Employee Relations for placement in Personnel File. Copy to Employee and to Evaluator.</p>

Section 2: Progress Towards Goals Achievement

List the goals that were established for this evaluation period and provide a narrative progress report of achievement.

Section 3. Management Performance Criteria

For each criterion, assign a rating and provide narrative evaluation.

- A. **Relationships – Interpersonal and administrative relationships with peers, faculty, students, staff, the public. Includes oral and written communications.**
Rating:

- B. **Leadership – Provides vision, leadership, positive attitude, and enthusiasm. Include service on campus committees.**
Rating:

- C. **Resource Utilization – Management and supervision of assigned human, physical, and fiscal resources.**
Rating:

- D. **Diversity/Affirmative Action/Equal Employment Opportunity – Knowledge of responsibilities, commitment to the principles, and dedicated to the practice of equity as evidenced by attitude and actions.**
Rating:

- E. **Safety – Illness and Injury Prevention – Knowledge of responsibilities and commitment to principles and practice of safety as evidenced by attitude and actions.**
Rating:

- F. **Technical Competence – Provide evaluation of employee in the assigned functional areas of responsibility. Include review of effectiveness, efficiency, customer service and commitment to standards of quality.**
Rating:

Section 4: Overall Evaluation/Summary

Overall Performance Rating: (Check one box)

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Exemplary | <input type="checkbox"/> Needs Improvement |
| <input type="checkbox"/> Commendable | <input type="checkbox"/> Unsatisfactory |
| <input type="checkbox"/> Satisfactory | |

Summary of Performance:

Section 5: Goals for Next Year/Development

List the employee's goals and personal development objectives for the next year.