

MEMORANDUM

State of Alaska Department of Administration

To: All Supervisors
Mila Cosgrove
From: Mila Cosgrove
Director
Division of Personnel
for Dianne Kieseel
Art Chance
Director
Division of Labor Relations

Date: January 18, 2005

Subject: GGU Article 18.01.A
Questions & Answers

In an effort to provide clarification on the application of Article 18.01.A of the tentative 2004 – 2007 General Government Unit Agreement, the attached Questions and Answers are provided.

Article 18.01.A Performance Evaluations

"... Evaluations shall be limited to a period no greater than the preceding twelve (12) months."

If you have further questions please do not hesitate to contact your Management Services Consultant.

cc: Division of Personnel staff
Division of Labor Relations staff

attachment

GGU Article 18.01.A

“...Evaluations shall be limited to a period no greater than the preceding twelve (12) months.”

1. Is “preceding 12 months” referring to the 12 month period immediately prior to completion of the performance evaluation or is it referring to 12 months prior to the last evaluation due date?

“Preceding 12 months” is the 12-month period immediately prior to the date the performance evaluation is presented to the employee.

2. If an evaluation was due prior to October 19, 2004, the effective date of this contract provision, can the supervisor prepare the evaluation for the full 12-month rating period?

No, this contract provision is applicable to all evaluations presented to employees on or after October 19, 2004.

3. If an employee was due an evaluation on June 15, 2004, but the supervisor did not prepare the evaluation until August 15, 2004, is the employee’s next evaluation due on June 15, 2005 or August 15, 2005?

The employee’s next evaluation will be due on June 15, 2005.

4. What would the report coverage period be in the situation described in #3?

The report coverage period would be August 16, 2003 through June 15, 2004.

5. If a supervisor prepares an evaluation covering a period greater than the preceding 12 months, the overall rating is mid-acceptable or higher, and the employee concurs with the evaluation must it be returned to the department for correction?

Short answer: yes. There may be case-by-case exceptions.

6. If an employee requests an evaluation that was due over one year ago, can the supervisor complete the evaluation?

The supervisor should only rate the twelve months preceding the request, and should try to do evaluations more timely thereafter.

7. If an employee’s evaluation due date is advanced due to leave without pay can the evaluation cover the entire rating period? For example: An employee’s evaluation due date is advanced from January 15, 2005 to March 15, 2005 due to leave without pay. The employee’s last evaluation covered the period January 16, 2003 through January 15, 2004. What would be the appropriate report coverage period for the evaluation due on March 15, 2005?

The 12-month period is considered to be working months. Therefore, the report coverage period would be January 16, 2004 through March 15, 2005.