

## Human Resources Branch Memorandum

<b>SUBJECT:</b> <b>2018 Annual Performance Appraisals</b>	<b>NUMBER:</b> <b>HRB 18-002</b>
	<b>DATE ISSUED:</b> <b>01/29/2018</b>
<b>DISTRIBUTION:</b> <b>CDFW Supervisors and Managers</b>	<b>EXPIRES:</b> <b>Until Superseded</b>

Action Required       Informational Only       Control Agency Directive

### Purpose

The purpose of this memorandum is to update supervisors and managers of changes to the Annual Performance Appraisals process. Departmental policy requires all supervisors and managers to complete this process annually in February.

### Authorities

- Memorandum of Understanding for Bargaining Units 1, 4, 11, and 14
- California Department of Fish and Wildlife Operations Manual Section 12648.3
- California Code of Regulations Section 599.798

### Changes

Due to recent collective bargaining in 2017, employees in the Service Employees International Union (SEIU), Bargaining Units 1, 4, 11, and 14, have the option to opt out of completing an Individual Development Plan (IDP). As a result, the Performance Appraisal Summary (PAS) and the IDP are now two separate forms *for all* employees. The latest version of these forms can be downloaded from the [Human Resources Branch \(HRB\) intranet forms](#) page. Use of the older PAS/IDP STD. 237 form *must be discontinued*.

If an SEIU employee elects not to participate in the IDP process, this decision will not be held against him/her.

**NOTE:** This option is not available for non-SEIU employees.

### Forms:

1. [Performance Appraisal Summary](#)
2. [Individual Development Plan](#)

### Contacts:

If you have any further questions, please contact your Classification and Pay analyst in the Human Resources Branch.