

## Human Resources Branch Memorandum

SUBJECT: <b>2022 Annual Performance Appraisals</b>	NUMBER: <b>HRB 2022-003</b>
	DATE ISSUED: <b>January 25, 2022</b>
DISTRIBUTION: <b>CDFW Supervisors and Managers</b>	EXPIRES: <b>Until Superseded</b>

Action Required       Informational Only       Control Agency Directive

### Purpose

The purpose of this memorandum is to remind supervisors and managers of the Annual Performance Appraisals (PA) process. Departmental policy requires all supervisors and managers to complete this process annually in February. According to Government Code Section 19992.2, departments must “prepare performance reports.” Furthermore, California Code of Regulations, Title 2, section 599.798, directs supervisors to conduct written performance appraisals and discuss overall work performance with permanent employees at least once in each twelve calendar months after the completion of the employee’s probationary period.

### Authorities

- [Government Code Section 19992.2](#)
- [Bargaining Unit Memorandums of Understanding](#)
- [California Department of Fish and Wildlife Operations Manual Section 12648.3](#)
- [California Code of Regulations Section 599.798](#)

### Process

Performance Appraisal Summary (PAS) including a discussion of an employee’s overall work performance must be completed for all permanent CDFW employees and submitted to the employee’s Official Personnel File (OPF) by **February 28, 2022** through [Ask HR](#).

In addition, Individual Development Plans (IDP), designed to establish personal objectives and develop a plan for achieving professional growth, career mobility, and/or future career changes, shall be completed by each employee and attached to the PAS. The IDP process is an interactive process and involves a collaborative effort between the employee and their manager/supervisor. Employees are encouraged to work with manager/supervisor to identify performance objectives and methods to achieve the objectives.

NOTE: All employees represented by Service Employees International Union (SEIU), in Bargaining Units (BU) 1, 4, 11, 14, and 15 have the opportunity to complete an IDP but are not required to do so. An employee’s decision not to participate in the IDP process will not be held against the employee.

All forms and resources can be found in the [Supervisory Toolkit, on the Resources Page, under “Appraisals and Probation Reports”](#).

For best practices, please check out the [January 2019 Newsletter “February is Formal Feedback Month”](#).

If a member of your staff was reassigned from their position to assist with contact tracing during the 2021 calendar year, you may reach out to their Contact Tracing Supervisor to incorporate feedback from their reassignment and/or you shall must indicate in the PAS that the employee is only being evaluated based on time supervised by you upon their return from their reassignment. For example, “During the period of [DATE] to [DATE], your performance was not evaluated due to your being out on contract tracing. The following evaluation is based on your time directly supervised by me,” should be indicated on the PAS. Supervisors are encouraged to thank Contact Tracers for their efforts during this important reassignment.

**Upon request, an employee shall be given a performance appraisal by CDPH upon completion of their contact tracing assignment, regardless of the length of the contact tracing assignment.**

If employees are working remotely, managers/supervisors will utilize Microsoft Teams to discuss PAS/IDL with each employee. Evaluations should not be emailed to employees as the sole basis for communication the contents of the evaluations but can be provided electronically as a curtesy to the employee.

Other best practices for remote supervision include:

- Meeting virtually with your staff regularly
- Setting clear productivity standards
- Emphasize communication and keep staff engaged through the workday
- Tracking the progress of your staff’s work and following up with them regularly
- Being available for your staff

In addition, managers/supervisors are encouraged to utilize the PASs meetings as an opportunity to update duty statements, verify the accuracy of employees’ emergency contact information and reissue standard operating procedures (SOPs).

Employees who are in their probationary periods do not receive PASs, however they shall receive timely probationary reports during their probation.

## **Contacts**

If you have any further questions, please contact your [Performance Management Unit Analyst](#) in the Human Resources Branch.