To Supervisors of Professional and Classified Employees:

We will not know until mid-March whether the state legislature approved a CEC for next fiscal year. In anticipation of there being a CEC and assuming the guidance we receive from the State Department of Human Resources is the same or similar to their guidance in previous years, Human Resources at Boise State wanted to provide you with some information to prepare for the CEC process.

**Performance Evaluations**

The purpose of an annual performance evaluation is to manage employee goals and performance. As in past years:

- Classified Staff Evaluations are due on their anniversary date or at the end of their 6-month probationary period.
- Professional Staff Evaluations are due to Human Resources on March 1st.

**FY19 CEC**

March 15th is the date on which the snapshot is taken for calculating and allocating CEC for all faculty and staff. If CEC guidance is similar to prior year guidance, the CEC amounts are to be determined based on the market compa-ratio and current performance rating.

*If you are a supervisor/manager of a person who does not have a current performance rating in PeopleSoft on March 15th, you will receive a performance rating of “0” and will be ineligible to receive CEC.* In addition, performance ratings received after the March 15th due date will be funded from the department budget, not from the appropriated CEC pool.

Since many divisions have different processes, please plan on completing performance evaluations as soon as possible and submit them to your VP/Dean’s Office to allow enough time for submission to HR for processing.

Get the process started today! Evaluation Forms, Instructions and a Self-Evaluation Questionnaire can be found here. Further communications, training and reminders will be provided.

In the future we will be working with you to evaluate performance management processes and systems that drive employee engagement.

If you have any questions, please contact Human Resources at 6-1616, Shawn Miller or Catherine Weitz.