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San Bernardino County Employees' Retirement Association

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Next Review	05/2025		

SBCERA Staff Performance Evaluation and Planning (PEP) Policy

POLICY NO. 018

I. PURPOSE

The San Bernardino County Employees' Retirement Association (SBCERA) Performance Evaluation and Planning (PEP) appraisal system offers a consistent approach and operating philosophy for use by supervisors/managers to provide feedback and assessment of employees' performance through annual evaluations.

The principal objectives of PEP appraisals are to:

- Evaluate and improve performance,
- Facilitate mutual feedback and communication between the employee and the supervisor/manger,
- Develop or modify objectives, and the means to implement those objectives,
- Plan professional development and training,
- Provide a fair basis for compensation recommendations.

II. POLICY

A. Bargaining Unit Employees

Each SBCERA employee in a bargaining unit position shall receive a Performance Evaluation and Planning (PEP) appraisal not less than annually (in increments of 2,080 service hours). Newly hired employees shall receive an evaluation after completion of 1,040 service hours from their date of hire and subsequent appraisals after completion of 2,080 service hours thereafter. Periodic or special PEP appraisals may be initiated by the employee's Department Chief or by the Chief Executive Officer.

B. Unrepresented Employees Not Reporting to the Board of Retirement

Each SBCERA employee in an unrepresented position that does not report directly to the Board of Retirement (Board) shall receive a Performance Evaluation and Planning (PEP) appraisal not less than annually on the employee's anniversary date. The anniversary date for evaluation purposes for Unrepresented Employees who change positions will be one year from the effective date in the new position. A compensation adjustment will be initiated for a one-step increase as a result of a “meets job standards” evaluation; a two-step increase will be initiated for an “exceeds job standards” evaluation. Periodic or special PEP appraisals may be initiated by the employee's Department Chief or by the Chief Executive Officer.

C. Unrepresented Employees Reporting to the Board

The Chief Executive Officer (CEO) and Chief Counsel shall receive performance appraisals from the Board of Retirement (Board). The full Board shall determine the contents of the final performance appraisal, although individual Board members may abstain from submitting responses to certain questions or from submitting a completed appraisal. The performance appraisal may be presented by the full Board, by an Ad Hoc Committee of the Board established to coordinate the completion of the PEP appraisal, or by the Board Chair or Ad Hoc Committee Chair, as the Board Chair directs. The Board Chair may create an Ad Hoc Committee, and appoint Committee Members and a Chair for the purpose of facilitating completion of the CEO's or Chief Counsel's appraisal. The format and framework for completion of the CEO's or Chief Counsel's appraisal shall be reviewed with the Board annually.

D. PEP Appraisal Meeting and Form

Each SBCERA employee's PEP appraisal form shall be personally reviewed with him/her by the immediate supervisor or higher authority as assigned by the Department Chief or Chief Executive Officer. Both the supervisor and the employee shall sign and date the PEP appraisal, as well as higher authorities as applicable. The employee's signature acknowledges receipt and not necessarily agreement. The employee may provide comments to explain or clarify points made in the PEP appraisal within thirty (30) days of receipt of the evaluation. The PEP appraisal and any attachments shall then be filed in the subject employee's personnel record in a secure and confidential manner.

E. PEP Appraisal Results

PEP appraisal results may be used as the basis for salary actions, promotions, demotions, suspensions, dismissals, and other such actions, consistent with SBCERA's Memorandum of Understanding with SBCERA recognized bargaining units, Employment Resolution, and any other applicable authority. The Chief Executive Officer shall have the authority to review all staff salary increase/adjustment requests to ensure compliance.

Approval Signatures

Step Description	Approver	Date
HR Final Review & Distribution	Iliana Torres	06/2022