

**Summary of Initial Performance Expectations and Performance Evaluations**  
**Received as of 9/30/2009**

The following is a summary of the number of current Initial Performance Expectations and annual Performance Evaluations received in Human Resources. The summary is by Division and by employee type (Classified and Exempt).

When is an evaluation considered "current"? Evaluations are to be done on at least an annual basis. However, to allow time for supervisors to write the evaluation, discuss it with the employee and forward a copy to HR, evaluations are considered to be current in the quarterly report if they are less than 15 months old. Employees who are new to a department are not counted the first quarter they are in the position. Those employees are not included in the statistics and are noted with an asterisk\* on the far right column of the division detail sheet.

For Classified Staff, both Initial Performance Expectations and Performance Evaluations are required annually. For Exempt Staff, Performance Evaluations are required annually.

**Classified Staff**

| Division      | Expected to Report | Initial Performance Expectations |               | Final Performance Evaluations |               | Combined Performance Expectations or Evaluations |               |
|---------------|--------------------|----------------------------------|---------------|-------------------------------|---------------|--|---------------|
|               | Count              | Count                            | Percent       | Count                         | Percent       | Count  | Percent       |
| AA            | 191                | 32                               | 16.75%        | 56                            | 29.32%        | 67   | 35.08%        |
| BFA           | 331                | 213                              | 64.35%        | 238                           | 71.90%        | 265  | 80.06%        |
| PRES          | 12                 | 2                                | 16.67%        | 4                             | 33.33%        | 5  | 41.67%        |
| SAEM          | 115                | 60                               | 52.17%        | 49                            | 42.61%        | 69   | 60.00%        |
| UR            | 12                 | 3                                | 25.00%        | 1                             | 8.33%         | 3  | 25.00%        |
| <b>Totals</b> | <b>661</b>         | <b>310</b>                       | <b>46.90%</b> | <b>348</b>                    | <b>52.65%</b> | <b>409</b>                                       | <b>61.88%</b> |

**Exempt**

| Division      | Expected to Report | Initial Performance Expectations |               | Final Performance Evaluations |               | Combined Performance Expectations or Evaluations |               |
|---------------|--------------------|----------------------------------|---------------|-------------------------------|---------------|--|---------------|
|               | Count              | Count                            | Percent       | Count                         | Percent       | Count  | Percent       |
| AA            | 74                 | 4                                | 5.41%         | 4                             | 5.41%         | 8  | 10.81%        |
| BFA           | 38                 | 13                               | 34.21%        | 29                            | 76.32%        | 29   | 76.32%        |
| PRES          | 16                 | 3                                | 18.75%        | 7                             | 43.75%        | 9  | 56.25%        |
| SAEM          | 82                 | 3                                | 3.66%         | 50                            | 60.98%        | 52   | 63.41%        |
| UR            | 15                 | 2                                | 13.33%        | 4                             | 26.67%        | 6  | 40.00%        |
| <b>Totals</b> | <b>225</b>         | <b>25</b>                        | <b>11.11%</b> | <b>94</b>                     | <b>41.78%</b> | <b>104</b>                                       | <b>46.22%</b> |

**Classified and Exempt Staff Combined**

| Division      | Expected to Report | Initial Performance Expectations |               | Final Performance Evaluations |               | Combined Performance Expectations or Evaluations |               |
|---------------|--------------------|----------------------------------|---------------|-------------------------------|---------------|--|---------------|
|               | Count              | Count                            | Percent       | Count                         | Percent       | Count  | Percent       |
| AA            | 265                | 36                               | 13.58%        | 60                            | 22.64%        | 75   | 28.30%        |
| BFA           | 369                | 226                              | 61.25%        | 267                           | 72.36%        | 294  | 79.67%        |
| PRES          | 28                 | 5                                | 17.86%        | 11                            | 39.29%        | 14   | 50.00%        |
| SAEM          | 197                | 63                               | 31.98%        | 99                            | 50.25%        | 121  | 61.42%        |
| UR            | 27                 | 5                                | 18.52%        | 5                             | 18.52%        | 9  | 33.33%        |
| <b>Totals</b> | <b>886</b>         | <b>335</b>                       | <b>37.81%</b> | <b>442</b>                    | <b>49.89%</b> | <b>513</b>                                       | <b>57.90%</b> |