To: Alex Najera, Associate Vice Chancellor, Human Resources

Re: 2023-2024 Performance Management Certification Letter

As the Organizational Unit Head for Click here to enter unit. I certify that Click here to enter %. percent of staff have had the following actions take place within my organization in connection with the Staff Performance Management Program for FY 2023/2024, which covers the evaluation period of April 1, 2023 – March 31, 2024.

1. A performance appraisal was completed and documented in writing, in accordance with Personnel Policies for Staff Members 23 and UCR Local Procedures 23, or the applicable collective bargaining agreement.
2. Each employee was provided a Performance Appraisal form and was given an opportunity to complete the self-assessment portion of the form, as input into the performance management review process.
3. A performance appraisal meeting was conducted for each staff member.
4. A copy of the signed, completed performance appraisal form was provided.
5. The only exceptions to this certification would be:
	* career employees who are on leave
	* student assistant appointments (e.g., casual restricted)
	* employees still serving a probationary period, and
	* limited appointments who have worked less than 1,000 hours in the preceding 12-month period.

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