

HUMAN RESOURCES MEMORANDUM 25-020A		DATE ISSUED: 12/30/2025
SUBJECT: Performance Appraisals (Amended)		REFERENCE: None
TO: All Department of General Services Employees		SUPERCEDES: Personnel Operations Manual – Performance Appraisal HR Memo 25-020

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this memo is to announce two key changes:

1. **Performance appraisals will now align with employees' birth months.**
2. **Quarterly audits** will be conducted to ensure timely completion of performance appraisals. Audit findings will be shared with DGS Executive Staff. Failure to complete performance appraisals on time may result in disciplinary action.

Background

Performance appraisals are essential for:

- Clarifying job expectations
- Providing ongoing feedback
- Identifying development opportunities
- Formal documentation used by supervisor/manager to communicate successful and/or unsuccessful employee performance

Appraisals are required annually and must reflect the employee's performance over the previous 12 months.

Historically, performance appraisals were due each January. Beginning January 2026, performance appraisals will be due annually during the employee's **birth month**.

Supervisors and managers will receive ABMS alerts **three (3) months prior** to the employee's birth month. It is their responsibility to ensure timely completion and submission. Attendance Clerks will assist by tracking due dates and supporting timely submission to the Office of Human Resources (OHR) at DGSPerformanceEvals@dgs.ca.gov.

Responsibilities

Supervisors/Managers:

Ensure employees have timely performance appraisals completed annually. If ratings are other than standard, the performance appraisal needs to be reviewed and approved by the Constructive Intervention Unit prior to discussing and providing to the employee. Discuss with the employee, and submit to the proper channels for review and approval. After approval, ensure that the performance appraisal is sent to OHR to be filed in the employees Official Personnel File (OPF).

Attendance Clerk:

Submit all forms to OHR at DGSPerformanceEvals@dgs.ca.gov.

Office of Human Resources:

Track each employee has a yearly performance appraisal on file in the OPF.

OHR will perform quarterly audits and prepare reports for Executive Management.

Resources

- [STD 638 Performance Appraisal Summary](#)
- [CalHR Section 2009 - Performance Appraisal](#)
- [Bargaining Contracts – MOUs](#)
- [Government Code Section 19992-19992.4](#)

Questions

If you have questions not addressed in this memorandum please contact your supervisor.

Mary Sue Paul, Chief
Office of Human Resources