

1 **ARTICLE 10: EVALUATION PROCEDURES**

2 The following procedures shall be utilized with regard to the unit employees covered by
3 this Agreement.

4 10.1 **Probationary Employee Evaluations**

5 Regular probationary unit employees shall receive at least two (2) formal, written
6 performance ratings, on District approved forms, during the probationary period.
7 The performance ratings normally shall be conducted on or about the end of the
8 3rd and 5th months of the probationary period. For those unit employees
9 required to serve a twelve (12) month probationary employment period as
10 determined by the Board of Trustees (currently these are unit employees
11 employed in sworn police officer job classifications and the job classification of
12 Campus Security Officer, pursuant to Board Policy), the performance ratings will
13 normally be conducted on or about the end of the 6th and 11th months of the
14 probationary period.

15 10.2 **Permanent Employee Evaluations**

16 Regular permanent unit employees shall receive at least one (1) formal, written
17 performance rating, on a District approved form, each year on or about the
18 employee's annual anniversary date.

19 10.3 **General Provisions**

20 10.3.1 A unit employee may be evaluated by his/her immediate manager
21 at any other time if exemplary or unsatisfactory service is
22 performed. If there is an immediate supervisor (non-management,
23 non-unit employee) who supervises the employee, the immediate
24 supervisor may participate in the evaluation of the unit employee in
25 addition to the immediate manager.

26 10.3.2 The rating forms will be completed by the unit employee's
27 immediate manager prior to an evaluation conference between the
28 employee and the immediate manager and immediate supervisor, if
29 any. The formal rating form shall contain information bearing on
30 employee performance related to the currently approved evaluation
31 criteria.

32 10.3.3 The rating shall contain an appraisal of the unit employee's
33 performance and, as appropriate, commendations or specific
34 suggestions for the improvement of the employee's performance.
35 The unit employee shall sign the performance rating forms
36 signifying only that the employee has read and received a copy of
37 the document.

38 10.3.4 The unit employee shall receive a written copy of the performance
39 rating forms described herein at a personal conference conducted
40 by the immediate manager and immediate supervisor, if any. Within
41 five (5) working days of receipt of the evaluation, the unit employee
42 may request a review of the evaluation by the Director of Human
43 Resources, (or designated Human Resources representative, Vice
44 President, or President-Superintendent), and his/her decision on
45 the evaluation shall be final. Within ten (10) working days of receipt
of the evaluation from the immediate manager or within ten (10)

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working days of the final response by the Director of Human Resources (or designated Human Resources representative, Vice President, or President-Superintendent), if a review is requested, the unit employee may attach a written response to the performance evaluation. The evaluation and attachment, if any, shall be placed in the bargaining unit employee's personnel file.

10.3.5 The immediate manager's judgment and recommendations contained in the evaluation appraisals described herein and the evaluation objectives, standards, and criteria utilized by the immediate manager shall not be subject to the Grievance Procedure of Article 4. Disciplinary actions, including suspension, demotion, and dismissal, may be undertaken as a result of or independently of evaluation procedures. Any challengers to District disciplinary actions shall not be subject to the Grievance Procedure of Article 4.

10.3.6 If an immediate manager has supervised a permanent unit employee for less than six (6) months, an annual evaluation that is due for the employee will be postponed until a six (6)-month supervision period is completed, except in the event of circumstances as approved in writing by the Director of Human Resources (or designated Human Resources representative, Vice President, or President-Superintendent), with a copy of such approval also provided to the employee. In lieu of postponement, such an evaluation may be completed by the individual who served as the employee's immediate manager during the annual evaluation period provided he/she supervised the employee for a minimum of six (6) months during the period covered by the annual evaluation, and is still employed by the District. This six (6)- month supervision requirement does not apply to an evaluation(s) of a unit employee serving in a probationary period.

10.3.7 An immediate manager may not complete an annual evaluation that is due for a permanent unit employee more than thirty (30) calendar days after the employee's annual anniversary date for evaluation, except in the event of circumstances as approved in writing by the Director of Human Resources (or designated Human Resources representative, Vice President, or President-Superintendent), with a copy of such approval also provided to the employee. This provision does not apply to the postponement of completion of an annual evaluation of a unit employee pursuant to the provisions of Article 10.3.6 above.

10.3.8 Changes to the existing forms used to complete evaluations of unit employees shall be mutually agreed to by the District and CSEA.