

ARTICLE 10. PERFORMANCE EVALUATION.

10.1 Intent. The intent of the performance evaluation is to provide constructive feedback and strengthen communication between the employee and the immediate supervisor. By working together, the immediate supervisor and employee will identify work-related goals, recognize and acknowledge good performance, and identify areas in need of improvement. This process is not intended to be punitive or to replace progressive discipline, but rather, will be used as a tool to enhance employee performance and to provide a means of planning and achieving long-term employment goals.

10.2 Performance Evaluation Form. Performance evaluations shall be completed on the mutually agreed upon forms provided by the Office of Human Resources.

10.3 Employee Notice. At the time of initial employment, and upon subsequent change of an immediate supervisor, the employee will be informed of the evaluation procedures and timeline by the immediate supervisor designated to prepare the evaluation.

10.4 Evaluation Criteria. The performance evaluation shall be based on job related criteria and workplace behaviors, which shall include direct observation by the immediate supervisor and input from the employee. Performance evaluation criteria shall be written and shall be related to the employee's job specification/classification.

A. The evaluation cycle shall cover the one (1) year period between the employee's previous and current review dates and the evaluator shall ensure that observations are objective and that the standards are consistently applied.

B. The immediate supervisor is responsible for the performance evaluation of each classified staff member. Only those persons designated as management or supervisors shall have the authority to conduct and prepare performance evaluations for classified employees.

10.5 Performance Evaluation Timeline.

A. Permanent Employees.

1. One (1) year following the completion of the probationary period. This date will become the review date.
2. Thereafter, evaluations will be conducted at least once every year.
3. All performance evaluations shall be completed no later than thirty (30) working days after the review date. If the performance evaluation is not completed on schedule, unless the employee agrees to an extension, the evaluation will be noted, recorded in the system to have been missed, and the annual schedule will be resumed. If, however, an employee is on leave at the time the evaluation is due, the evaluation period shall be extended automatically. In this circumstance, the evaluation will be completed within thirty (30) working days of the employee's return to work, and the annual evaluation cycle shall correspond with the new review date. (Note: If an employee is not

evaluated for a consecutive three (3) year period, the employee's performance will be deemed as having been satisfactory for the time period that the three (3) evaluations were missed.)

4. If the immediate supervisor is leaving, the employee's evaluation timeline may be observed as follows:
 - (a) A supervisor leaving the District, within thirty (30) days of the upcoming review date, may complete an evaluation prior to leaving.
 - (b) A supervisor who has changed assignments within the District may evaluate the employee when the evaluation is due. The evaluation cycle shall cover the one (1) year period between the employee's previous and current review dates in which he/she served as the employee's immediate supervisor.
5. In the event an employee's supervisor leaves the District, the employee shall not be evaluated by the new supervisor for a period of six (6) months, unless the employee being evaluated is nearing the end of probationary status. If the former supervisor has not left the District and is available to complete the evaluation, #4(b) above shall apply.

B. Probationary Employees. The evaluation of the probationary employee shall be within twenty (20) working days of the end of the third (3rd) and fifth (5th) months of service. (Refer to Article 7.4.A (Probationary Period).)

C. During the probationary period of a permanent, promoted employee, the immediate supervisor and the employee shall meet at least once in the first thirty (30) days to discuss the expectations of the position. If a permanent, promoted employee who is serving a six (6) month probationary period is not meeting performance standards at three (3) months, there shall be a discussion between the immediate supervisor and the employee by the end of the fourth (4th) month to address the areas of concern. If the employee fails to complete probation, see Article 11.5.C.

D. All Employees. An employee may request an evaluation at any time, including when either the immediate supervisor or employee moves to another location. Such an evaluation would reset the evaluation cycle for permanent employees.

10.6 Additional Evaluations. The performance evaluation timeline does not preclude additional performance evaluations as conditions merit. Such additional performance evaluations shall not be carried out in an arbitrary or capricious manner. No additional performance evaluation shall be given prior to sixty (60) calendar days from the date the employee received the previous performance evaluation. If the additional evaluation includes a need for improvement or does not meet standards, a plan of action will be included to guide the employee in improving performance in the areas noted.

10.7 Evaluation Procedure. As soon as possible, but at least ten (10) working days prior to the evaluation conference, the immediate supervisor shall inform the classified employee of the date of the evaluation conference and offer the opportunity for the classified employee to complete a self-evaluation.

A. Self-Evaluation.

1. At least five (5) working days prior to the scheduled evaluation conference, the employee may submit the self-evaluation on the Evaluation Report Form.
2. If the employee elects not to complete the self-evaluation, the employee shall inform the immediate supervisor on or before the deadline date, which is five (5) working days prior to the scheduled conference.

B. Evaluation Report. The immediate supervisor shall prepare his/her evaluation for presentation and discussion with the employee, taking into account the self-evaluation completed by the employee, if provided.

C. Conference. The immediate supervisor and employee shall meet to discuss the performance criteria, the employee's self-evaluation (if provided), commendations, and possible recommendations for continued training and performance improvement.

D. Completion of the Evaluation. Following the conference, the immediate supervisor shall give the completed evaluation to the employee to sign and date, indicating receipt of the evaluation. The employee shall be given a copy. The employee's signature on the evaluation report shall not be construed to indicate agreement with its contents.

E. The employee will have the option of attaching his/her self-evaluation to the manager's evaluation being placed in the employee's official personnel file.

F. Employee Response. The employee may, within thirty (30) working days of receipt of the completed evaluation report, forward a written statement of response to the immediate supervisor who shall forward it through designated channels to the Office of Human Resources. The employee's evaluation response shall be attached to the original evaluation and placed in the employee's official personnel file located in the District Office.

10.8 Plan for Improvement. When necessary, a Plan for Improvement shall be completed on the mutually agreed upon forms provided by the Office of Human Resources for any instance where job-related performance does not meet standards.

A. A specific plan of action should include the following:

1. Measurable goals and specific timelines for meeting those goals;
2. If applicable, indication of the specific assistance or training that will be provided; and
3. A conference at the end of thirty (30) working days to discuss progress on the plan.

B. If an additional performance evaluation is being considered to provide feedback, the additional evaluation will be completed no sooner than sixty (60) working days from the date the employee received the plan for improvement.

10.9 Unsatisfactory Evaluation - Appeal.

A. If the employee has compelling evidence that the evaluation contains, or is based upon false information, the employee may request, within ten (10) working days of receipt, that the campus Director of Human Resources or the Executive Director of Human Resources and Employee/Employer Relations review the evaluation. If the campus or Executive Director is the evaluator, a designee will be assigned. The Director will review the appeal, which shall include a conference with the employee as part of the appeal process.

B. If the Director concludes that the evaluator intentionally used false information, the evaluation shall be null and void and the process from Article 10.7.A through 10.7.F shall be rescheduled.

C. The decision of the campus HR Director or the Executive Director of Human Resources and Employee/Employer Relations will be final and not subject to the grievance process.

10.10 Performance Evaluation Procedures Violations. Alleged violation(s) of the evaluation procedures (Article 10.7.A-F) is subject to the grievance process.

10.11 Evaluation Training. The District's Human Resources Department shall provide training to new managers on the administration of the District's performance evaluation processes. The training session will address the employee/supervisor partnership that supports the meaningful, ongoing process and will include developing a shared understanding of evaluation criteria and establishing performance objectives. All managers will receive periodic training on the administration of the District's performance evaluation processes.

ARTICLE 11. VACANCIES, TRANSFERS AND PROMOTIONS.

11.1 Definitions.

A. In-House Classified Applicant. A current classified employee, who is occupying a position in which permanency has been attained.

B. Job Vacancy. A job vacancy is an unoccupied position that is immediately available, and for which the District will actively recruit.

C. Lateral Classification Change. A lateral classification change is a move from an employee's present position to a position in the same salary range but into a different classification.

D. Promotion. A promotion is a change from one classification to another classification at a higher salary range.

E. Reclassification. A reclassification is the upgrading of a position to a higher classification as a result of the gradual increase of higher level duties being performed by the incumbent in that position over a period of time. (See Article 12)