

## ARTICLE IV: EVALUATIONS

- 4.1 **Definition** - Official evaluation is defined as an assessment of an employee's work performance. The official evaluation is submitted on the College District standard "Classified Employee Performance Evaluation" form for evaluating classified employees.
- 4.2 A probationary Unit Member is defined as a Unit Member who is serving the probationary period of six (6) months with the exception of College Police Officers and Public Safety Dispatchers pursuant to Education Code 88013 as amended by AB275. This is effective for employees hired or promoted on or after January 1, 2022, in compliance with the new state law.
- 4.2.1 College Police Officers and Public Safety Dispatchers must serve a one (1) year probation period in accordance with Education Code 88013.
- 4.3 A permanent Unit Member is defined as a Unit Member who has satisfactorily completed the probation period of six (6) months.
- 4.3.1 College Police Officers and Public Safety Dispatchers who have satisfactorily completed the probation period of one (1) year are defined as permanent Unit Members in accordance with Education Code 88013.
- 4.4 A permanent/probation Unit Member is defined as a Unit Member who has permanent status with the College District but serving in a six (6) month probationary period due to a promotion in accordance with Education Code 88013.
- 4.5 Performance evaluations for all probationary Unit Members not included in subsection 4.2 shall be submitted on or about the end of the third (3rd) month, and on about the end of the fifth (5th) month from the date of appointment to the position.
- 4.5.1 Performance evaluations for all Probationary Unit Members in the College Police Officer and Public Safety Dispatcher classifications shall be submitted on or about the end of the third (3rd) month, on or about the end of the sixth (6th) month, and on or about the end of the tenth (10th) month from the date of appointment to the position.
- 4.5.2 In the case of a promotion, performance evaluations for all permanent/probation Unit Members shall be submitted on or about the end of the third (3rd) month and on or about the end of the fifth (5th) month.
- 4.6 Progress evaluations for all other permanent employees shall be submitted at least once during the fiscal year at a time designated by the College District. After five (5) years of service in the current classification, the employee's regular evaluation will be once every three (3) years.
- 4.7 Special evaluations may be made on either a permanent or probationary employee when such evaluations are deemed appropriate by the employee's immediate supervisor or the Administration. special evaluations shall be used for the purpose of improving the performance of a bargaining Unit Member who is not meeting College District standards. The evaluation must contain a description of the performance requiring improvement.
- 4.8 No official evaluation of any employee shall be placed in the main personnel file without an opportunity for discussion between the employee and the evaluator. No evaluation shall be made based only upon hearsay statements but shall also be supported by direct observation and knowledge of the evaluator, and from voluntary input provided by the employee. The employee's supervisor shall provide the employee with an electronic copy of the evaluation within the electronic performance management system used by the College District at least two (2) days prior to any conference being held. The two (2) day requirement shall not apply

to an employee being released during probation. A bargaining Unit Member shall retain the right to have a CSEA Representative present at a conference. When a conference has been held, the employee shall electronically sign and date the completed evaluation document at that time. As provided in the Classified Employee Progress Evaluation Form, providing a signature does not necessarily indicate agreement with the content of the evaluation.

- 4.9 It is the intent of the parties that employees be informed of performance deficiencies and/or behavior which may result in a “Needs Improvement” status during the rating period; not solely during the evaluation. At a minimum, the evaluator is expected to confer with the employee as early as practicable to provide corrective direction. The evaluator is expected to provide the employee with clear direction regarding the nature of the performance and/or behavior requiring improvement, with specific direction for improvement. The evaluation shall contain a specific timeframe for reviewing progress towards improvement which shall not exceed sixty (60) calendar days. A follow-up conference shall be held within ten (10) days of the designated time frame. The specific recommendations for improvement prepared by the immediate supervisor shall be monitored by the College District for the purpose of assisting the employee.

The employee shall have the right to review and respond to any derogatory evaluation in accordance with Education Code Section 87031, by attaching their comments in writing or electronically regarding the evaluation within ten (10) days of receipt of the evaluation.

- 4.10 Any employee that is placed in “Needs Improvement” status, whether by regular or special evaluation, shall be afforded the opportunity to review the improvement plan. If the employee requests a review, all documents related to the evaluation shall be forwarded to the area Vice President. The area Vice President shall review the documents, meet with the parties and monitor the process. The area Vice President shall ensure the “Needs Improvement” process is conducted in compliance with both the provisions of this Agreement and the intent of those provisions. The employee may continue in the “Needs Improvement” status after the conditions of this section have been met. However, if the employee reports to a Vice President, or any administrator who reports directly to the Superintendent/President, the review will be performed by the Superintendent/President. If the employee reports directly to the Superintendent/ President, and an appeal is requested, the Superintendent/President shall appoint the Assistant Superintendent/Vice President for Human Resources to hear the appeal.
- 4.11 The Classified Employee Performance Evaluation form shall be reviewed and revised by the classified Employer/Employee Relations Committee (EERC) when and if necessary, as determined by the classified EERC. Any proposed revision from the EERC shall be submitted for consideration to the College District and to the Association. If accepted by both parties, a revised evaluation form shall be implemented.
- 4.12 Appendix B: Classified Employee Evaluations Rubrics. (This document is included as a guideline for conducting evaluations and shall not be binding or grievable.)
- 4.13 The College District and CSEA agree to form a joint labor/management committee to develop proposals on methods for CSEA Unit Members to provide input about their supervisor. The committee will be composed of two members selected by CSEA, two members selected by Southwestern Community College District Administrators’ Association (SCCDAA) and chaired by the Assistant Superintendent/Vice President for Human Resources. Said proposals will be brought back to the CSEA/College District negotiations for full discussion by members of both teams. Nothing herein constitutes a commitment on the part of the College District for CSEA to ultimately adopt such a proposal.