




Managers' Corner

The HR Office is committed to assisting managers and administrators at SMC create an optimal work environment for high productivity, continuous improvement and supreme customer service. As part of this commitment, the Employee & Labor Relations team in the HR Office has uploaded, and will continue uploading, useful documents and information onto this page.

SMC Policies & Regulations

- SMC Board Policies
 - SMC Administrative Regulations
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Collective Bargaining Agreements

-  Agreement between Santa Monica College Faculty Association & SMCCD
 - Agreement between Santa Monica College & CSEA
 - Agreement between Santa Monica College & POA
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Merit Rules

- Personnel Commission's Rules & Regulations of the Classified Service
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Classified (Non-Teaching) Hiring



- Personnel Commission Manager's Toolkit
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Preparing to Conduct a Performance Evaluation for Classified Staff



- Setting Evaluation Expectations
 - Understanding CSEA Contract Provisions
 - Preparing a Performance Evaluation
 -  Classified Performance Evaluation Form
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Progressive Intervention (Discipline) for Classified Staff




Presentations:

-  Presentation: Progressive Intervention-Part I: Introduction
-  Presentation: Progressive Intervention-Part II: Steps




Verbal Counseling

-  Documenting Verbal Counseling
-  Verbal Counseling Manager's Tool



Conference Memorandum

-  Generating the Conference Memorandum
-  Conference Memorandum-TEMPLATE
-  Conference Memorandum-EXAMPLE-Absenteesim




Letter of Reprimand - Performance Related

-  How to Generate a Letter of Reprimand re Tardiness, Excessive Absence, or Insubordination
-  Letter of Reprimand re Performance-TEMPLATE
-  Letter of Reprimand-EXAMPLE-Tardiness, or Excessive Absences


Letter of Reprimand-Misconduct Related

-  Letter of Reprimand re Misconduct-TEMPLATE
-  Letter of Reprimand-EXAMPLE-Insubordination


Performance Improvement Plans (PIP)

-  Creating an Effective Performance Improvement Plan
-  Performance Improvement Plan-FORM (writeable)
-  Performance Improvement Plan-EXAMPLE

Articles of Interest

- Controlling the Flow: Why Today's Leaders Have to be Plumbers, Too (TerryStarbucker.com, March 5, 2019)
-  Great Leadership is About Influence, Not Authority (Linkedin.com, Aug. 8, 2018)
- Listening is An Underrated Leadership Tool (Forbes, Aug. 14, 2018)
- Running on Empty? Try This Daily Routine to Boost Your Energy (NBC News, Oct. 24, 2018)
- Subtlety Is Overrated: Managers Who Sugarcoat Their Feedback Aren't Doing Their Employees Any Favors (Slate.com, Feb. 18, 2019)
- Zoom Fatigue

Other Resources

- Classified Participation during Professional Development Days
- Code of Professional Ethics for Managers
-  Dept Request to Change Work Schedule re Classified Employees

- Emergency Request To Approve Outside Contracting
 - Leaves/Vacation
 - Management Association
 - PBAR Process/Recruitment/ISIS Process
 - Request To Approve Outside Contracting (Non Emergency)
 - Toolkit
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For additional information or if you have questions, please contact:

Office of Human Resources

310-434-4415