

ARTICLE 4
EVALUATION

4.1 Philosophy of Evaluation

The performance evaluation is provided as an aid for classified employees to achieve and maintain high levels of work performance. The evaluation focus is based on a commitment to quality service and continuous improvement. The evaluation process has been designed to be used as a coaching device for supervisors and a means for establishing mutually agreed upon performance goals and objectives for individual employees. The evaluation process and form is intended to provide a method of measuring an employee's performance based on the standards and requirements of the position as stated in job description, and the performance goals and objectives. The evaluation form can be a valuable asset to supervisors in motivating employee development and effective job performance, particularly when used to initiate employee assessment and the planning of goals and objectives.

The evaluation shall not be used in lieu of the disciplinary steps set forth in Article 13.

4.2 Evaluation Responsibilities

4.2.1 All unit members shall have the right to know their evaluator. The employee's immediate supervisor shall be the evaluator. The employee shall have the right to know all other persons contributing to the evaluation.

4.2.2 The evaluation shall be based on the following standards, objectives and criteria:

- a. The job description.
- b. The focus areas on the approved Evaluation Form.
- c. Lawful workplace rules communicated to the employee in writing.
- d. Evaluation of the quality or quantity of an employee's work shall take into account the employee's workload and the extent to which established priorities of the work assignment are met.

4.2.3 Supervisors shall maintain ongoing communication with those that they supervise and should not wait until the evaluation conference to do so. This applies to both ~~regular~~anniversary and special evaluations. A grievance may be filed for violation of this paragraph only when the failure of communication resulted in an Overall Work Performance Rating of "Below Standards" because the employee was not given an opportunity to address the problem.

4.2.4 The employer retains sole responsibility for the evaluation, assessment, and performance of each unit member, subject only to the procedural requirements. Accordingly, no grievance arising under this article shall challenge the substantive objectives, standards, or criteria determined by the evaluator or District; nor shall it contest the judgment of the evaluator or District. Any grievance shall be limited to a claim that the evaluation procedures have been violated.

4.3 Evaluation Conference

4.3.1 The immediate supervisor shall schedule an evaluation conference with the employee to be evaluated. Evaluation Conferences shall be conducted during the employee's workday. Evaluation shall not be performed by unit members. The evaluation shall be based upon the personal observation and/or the knowledge of the evaluator of the employee's performance during the evaluation period. However, input may be obtained for the evaluation from unit members or academic personnel (Department Chairs, Faculty Leaders, and Faculty Coordinators) that have a responsibility in their job description or duties to provide direction to the evaluated employee. The supervisor shall verify the accuracy of any such input.

4.3.2 In order to facilitate the ongoing communication required by Section 4.2.3 above, the supervisor may schedule periodic meetings with the employee and the respective Department Chair, Faculty Leader, or Faculty Coordinator who provides such direction. The District shall inform the employee that a CSEA representative may participate in the meeting.

4.3.3 In order to conduct an ~~anniversary~~ regular or special evaluation, the supervisor shall have been the employee's supervisor for at least 120 days.

4.3.4 The supervisor shall notify each employee to be evaluated of the date, time and location of the conference. The notice shall include a statement as to which persons authorized in Section 4.3.6 below shall attend the conference and a reminder that the employee will be asked to discuss their goals and objectives for the next evaluation period.

4.3.5 At the time of the evaluation conference, the immediate supervisor shall if applicable, give suggestions for improvement and include these written suggestions on the approved evaluation form. At this conference, the employee and supervisor shall make a good faith effort to establish mutually agreed upon goals and objectives for the next evaluation period.

4.3.6 Only the following individuals may attend the evaluation conference:

4.3.6.1 The employee and an Association representative or any other representative of the employee.

- 4.3.6.2 The employee's immediate supervisor.
- 4.3.6.3 The area Vice President or a representative from the Office of Human Resources.
- 4.3.6.4 Any supervisor with management responsibility for the employee's work area with the consent of the employee.
- 4.3.6.5 Any other person mutually agreed to by the District, CSEA, and the employee.

4.4 Definition of Ratings

- 4.4.1 A "Below Standards" rating signifies that the employee's work performance needs improvement and the employee has not achieved the expected level of performance for the specific area being evaluated. This rating must be documented by 1) a statement of the problem or concern; and 2) specific suggestions for improvement. In connection with the evaluation of a non-probationary employee, the rating shall also be documented with a description of the steps the supervisor took to bring the below standard performance to the attention of the employee so that he or she had an opportunity to make improvement before the date of the evaluation conference.
- 4.4.2 A "Meets Standards" or "Exceeds Standards" rating signifies that the employee's work performance has met or exceeded the expected level of performance for the specific area being evaluated.
- 4.4.3 The "Overall Work Performance Rating" reflects the employee's general performance.

4.5 Evaluation Form

- 4.5.1 All evaluations will be made on an approved form, which will include, but is not limited to, the following items:
 - 4.5.1.1 A designated space for the immediate supervisor's suggestions for improvement; and a clear definition of what is necessary to achieve those improvements;
 - 4.5.1.2 A designated space for the employee's signature, including a statement, "The employee's signature does not imply agreement with the contents of this evaluation. By signing, the employee

acknowledges having seen, discussed and received a copy of this evaluation.”; and

4.5.1.3 The following statement in a prominent place: “The employee has fifteen (15) working days to attach a response, if desired, prior to this evaluation being filed in the employee's official personnel file.” The employee or their representative may request an extension in writing to the Office of Human Resources. Any such request shall state the reason for the request.

4.5.2 Any mutually agreed upon goals and objectives shall be set forth on a separate sheet attached to the evaluation form.

4.5.3 Evaluation Forms and responses should be distributed in the following manner – original to the Office of Human Resources, one copy to the employee and another copy to the supervisor.

4.5.3 Either party may propose amendments to the current evaluation form. All such changes shall be mutually agreed upon.

4.6 When to Evaluate Probationary Unit Members

4.6.1 Every unit member, except unit members designated as dispatchers, shall serve an initial probationary period for six (6) months or one hundred and thirty (130) days of paid service, whichever is longer. Dispatchers shall serve an initial probationary period of one (1) calendar year. Employees who have modified work schedules (such as 4/10 or 9/80) shall be credited as if they had worked a 5/40 week.

4.6.2. For an employee serving a six-month probation, the immediate supervisor shall prepare a formal evaluation by the end of the second and fourth months of service, and prior to the completion of the sixth month of service. For an employee serving a one-year probation, the immediate supervisor shall prepare a formal evaluation by the end of the fourth and eighth months of service, and prior to the completion of the twelfth month of service. If, as a result of a probationary employee's absence, the supervisor cannot adequately evaluate the probationary period in the times specified above, the supervisor is still responsible for conducting the evaluation within 10 work days of the probationary employee's return to work. If the supervisor is on approved leave at the time the employee returns for work, the 10 work day time period shall be extended by the number of days that the supervisor is on leave.

- 4.6.3 With the exception of dispatchers, unit members who are promoted shall be evaluated by their immediate supervisors on the second and fourth months and prior to the completion of the sixth month of the probationary period. Unit members who are promoted to dispatcher shall be evaluated by the immediate supervisor by the end of the fourth and eighth months of service, and prior to the completion of the twelfth month of service.
- 4.6.4 In the event the unit member who is promoted does not successfully complete the promotion probationary period, the permanent promotional or probationary member shall be entitled to a position in his/her previous permanent classification.
- 4.6.5 In the event that the employee does not receive a satisfactory evaluation during their initial probationary period and the supervisor does not recommend permanency, the employee may be offered the opportunity to resign prior to release from their probationary assignment.
- 4.7. Permanent Unit Members Evaluations
- 4.7.1 A performance evaluation shall be conducted only during the period beginning with the employee's anniversary date in the current position ("anniversary evaluation") and ending 60 calendar days after the employee's anniversary date. The ending date of the 60-day evaluation period shall be extended by the number of days that an employee was on leave during the 60-day evaluation period. The anniversary date is based on the employee's date of appointment to his/her current classification.
- 4.7.2 An evaluation shall be conducted at least once every three years. In the event that no evaluation has been conducted, the employee's performance shall be deemed satisfactory. Any employee receiving an overall "Exceed Standards" rating may be exempted from the next two annual evaluation cycles.
- 4.7.3 An employee may at any time request an evaluation from his or her supervisor and the supervisor shall either grant or deny the request.
- 4.8. Special Evaluation
- 4.8.1 All regular permanent unit members may be evaluated by their immediate supervisors at any other time when exemplary or unsatisfactory service is performed.
- 4.8.2 In the event of alleged unsatisfactory performance, the evaluation shall be made within 30 days of the noted unsatisfactory performance.