

1. PHILOSOPHY OF EVALUATION

The evaluation focus is based on a commitment to quality service. The evaluation process and evaluation instrument are intended to provide a method of self-assessment and measuring an employee's performance based upon the expectations and requirements as stated in the job classification specification. The evaluation process is not intended to be used as a disciplinary tool or a step in the disciplinary process.

2. WHEN TO EVALUATE AN EMPLOYEE

- a. Probationary Employees shall be evaluated by their immediate supervisor at the end of the second, fourth, and prior to completion of the sixth month of service or as delineated in Article 4.6.2.
- b. Permanent Employees shall be evaluated during the period beginning with the employee's anniversary date in their current position and ending sixty (60) calendar days after the employee's anniversary date.

3. FOLLOW-UP EVALUATION

- a. If an employee receives a "Needs Improvement" rating in any area, a follow-up evaluation may be scheduled.
- b. If an employee receives an overall "Needs Improvement" rating, a follow-up evaluation must be scheduled.
- c. A follow-up evaluation is limited to the specific area/s in the original evaluation where the employee received a "Needs Improvement" rating.
- d. If there is a follow-up evaluation as referenced in Article 4.9, that follow-up evaluation must be held between thirty (30) and ninety (90) days from the date of the original annual evaluation conference. The supervisor will indicate the date of the follow-up conference in Section B at the time of the original evaluation conference.

4. EVALUATION PROCEDURE

There are three (3) parts to the performance evaluation, which will be completed online through a workflow designated by the Office of Human Resources.

a. Part I: Self-Evaluation Questions

- 1. The self-evaluation questions are mandatory for all evaluation types, but employees have the option of indicating either "Not Applicable" or "I need to discuss this with my supervisor" instead of comments – though instructions will indicate that comments are preferable.
- 2. Supervisor must give employee a ten (10) working day advance notice to complete the self-evaluation questions.
- 3. The Supervisor must allow the employee up to two (2) hours of work time and/or computer access to complete the self-evaluation as part of their regularly scheduled work hours.
- 4. Employee must provide advanced notice to their supervisor to schedule time to complete the self-evaluation at least five (5)-working days prior to the due date.
- 5. Employee must complete and forward Part I: Self Evaluation Questions through the workflow to their immediate Supervisor by the due date.

b. Part II: Supervisor (complete Part II, meet with employee and provide suggestions for employee to meet expectations)

- 1. The Supervisor must consider the employee's performance over the entire evaluation period.
- 2. The Supervisor must review the employee's evaluation response to Part I (unless Part I is skipped – for Probationary, Special and Follow-Up Evaluations) and complete Part II: Supervisor Evaluation.
- 3. Supervisor must evaluate based upon their personal observations and/or knowledge of the employee's performance, and not upon unsubstantiated activities.
- 4. Each "Needs Improvement" rating must be accompanied by the Supervisor's written description of the problem or concern and specific suggestions for improvement. For non-probationary employees, provide documentation with a description of the steps taken to bring the "Needs Improvement" performance to the attention of the employee.
- 5. The Supervisor must complete and forward this portion of the evaluation to the employee at least one (1) working day prior to the scheduled evaluation meeting to present and discuss the evaluation and review performance expectations.
- 6. If the Supervisor rates an employee as "Needs Improvement" overall (Question 10), it indicates that the employee needs improvement on key areas to meet the expectations of the job description for their classification. The evaluation shall be reviewed and signed by the area Vice President after it has been presented to the employee at the evaluation conference.

c. Part III: Employee Comments and/or updates in Response to Part II: Supervisor

1. An employee shall have fifteen (15) working days to file a written response to the evaluation (via the workflow) with the Office of Human Resources. The employee or their representative may request an extension in writing to the Office of Human Resources.
2. An employee who has received an overall rating of "Needs Improvement" on the evaluation, and has filed a written response, has the option to request a review by the area Vice President. As part of this review, the employee may also request a meeting with the area Vice-President to discuss their evaluation.
3. An employee may file a grievance alleging violation of the contractual evaluation procedure, but may not grieve expectations or criteria used in the evaluation. Any grievance concerning violations of procedures must be filed in accordance with Article 10 of the Agreement between the Santa Monica College District and Santa Monica College Chapter 36 California School Employees Association (CSEA).

5. AT THE EVALUATION CONFERENCE

- a. The immediate supervisor will discuss the performance evaluation with the employee.
- b. The performance evaluation will be completed online using workflow designated by the Office of Human Resources by the immediate supervisor prior to the conference.

6. DEFINITION OF RATINGS

- a. **NEEDS IMPROVEMENT**
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.
- b. **MEETS EXPECTATIONS**
The employee's work performance has met or has exceeded the expected level of performance for the specific area being evaluated.
- c. The "OVERALL WORK PERFORMANCE RATING" reflects the employee's overall performance.
- d. If the overall rating is "Needs Improvement", then the evaluation must be sent via a separate workflow to the area Vice President. Otherwise, it must be sent to the Office of Human Resources to be filed in their personnel file.

7. SPECIFIC ACCOMPLISHMENTS (Optional)

- a. The immediate supervisor, employee, or both may acknowledge accomplishments.
- b. In any question, you may choose to address any applicable Santa Monica College Board of Trustees goals, priorities or other District initiatives, (such as Diversity, Equity, Inclusion and Accessibility, Guided Pathways) etc. This should be for discussion purposes only.

8. EMPLOYEE RESPONSE OPTIONS

- a. An employee shall have fifteen (15) working days to file a written response to the evaluation with the Office of Human Resources. The employee or their representative may request an extension in writing to the Office of Human Resources.
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Santa Monica Community College District

Office of Human Resources
CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION

Employee Name:		Classification:		Department:	
Permanent <input type="checkbox"/>	1 st Probationary (two-months) <input type="checkbox"/>	Anniversary <input type="checkbox"/>	Evaluation period:		
	2 nd Probationary (four-months) <input type="checkbox"/>	Follow-up <input type="checkbox"/>	From: To:		
	3 rd Probationary (six-months) <input type="checkbox"/>	Special <input type="checkbox"/>			
	1 Year Probation <input type="checkbox"/>				

This is a three-part form workflow. Please complete Part I: Self-Evaluation Questions and return this form to your Supervisor. Part II: Supervisor Evaluation will be completed by your Supervisor and discussed during your conference. Part III: Employee Comments and/or Updates may be completed in response to and after Part II- Supervisor Evaluation. Please attach any additional comments to this form if you run out of space.

Part I: Self-Evaluation Questions
Please reflect upon your progress and accomplishments this evaluation period (or since you were hired) and answer the following questions accordingly.

1. List any departmental, professional, or technical accomplishments you have achieved this evaluation period (or since you were hired). *In reviewing goals, you established during your last performance review, what achievements are you most proud of accomplishing this evaluation period? Please include any professional development goals and/or educational achievements (i.e., degrees/certificates, trainings, conferences) you have achieved this evaluation period?*

2. Of the goals you set this past evaluation period, which goals have you not yet achieved? What steps can you take to achieve these goals and what are the possible resources needed from the District and/or your supervisor to assist you with meeting these goals?

3. Please describe the performance areas you view as areas for improvement based upon your overall performance and capability. Please explain and list the steps you plan to take and/or the resources needed for accomplishment.

4. Since your last evaluation or evaluation period, in what areas have you demonstrated initiative, an interest in learning new skills and responsibilities in the future, or performed new tasks?

5. Do you have suggestions of tools to assist with improving communication between you and your peers, you, and your supervisor and/or Chair, etc.?

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6. How has your service advanced the goals of diversity, equity, inclusion, and accessibility at SMC during this evaluation period? What ideas do you have to advance the goals of DEIA in the next evaluation period?

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7. What suggestions do you have that would improve your area of work, department goals or your work environment? Are there specific details about your position or department that should be discussed with your supervisor?

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8. List at least three (3) goals related to the future work you will perform, and that you would like to accomplish during the upcoming evaluation period.

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9. What, if any, challenges or barriers do you foresee being items for us to address and move through the next evaluation period?

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Part II. Supervisor Evaluation

Rating system will be Needs Improvement (NI) or Meets Expectations (ME) for each of the below questions. Any rating of NI requires comments to be added. For ratings of ME, comments are strongly encouraged.

	NI	ME
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1. Please rate attendance (approved/unauthorized days off), work schedule (on-time/tardiness/early departures). <i>Workers' Compensation days, FMLA, and other protected leaves are not included in the definition of "unapproved leaves" or "unscheduled time off"?</i>	<input type="checkbox"/>	<input type="checkbox"/>
	NI	ME
2. Employee performs duties safely and operates work and equipment safely.	<input type="checkbox"/>	<input type="checkbox"/>
	NI	ME
3. Employee follows rules and procedures required by job, understands duties, and demonstrates skills of job classification.	<input type="checkbox"/>	<input type="checkbox"/>
	NI	ME
4. Employee receives and accepts direction and/or suggestions from supervisor. Employee recognizes limits of authority and refers serious or complex problems to supervisor appropriately.	<input type="checkbox"/>	<input type="checkbox"/>
	NI	ME
5. Employee plans, organizes, and produces quality work, takes initiative, applies good judgment – recognizing and solving job-related problems, follows tasks through to completion, completes regular assignments, and meets deadlines.	<input type="checkbox"/>	<input type="checkbox"/>
	NI	ME
6. Employee demonstrates effective business-like communication skills and establishes effective working relationships with colleagues within the department, their supervisor, with students and across the District and community.	<input type="checkbox"/>	<input type="checkbox"/>

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	NI	ME
7. Employee relates to diverse student, employee, and public populations.	<input type="checkbox"/>	<input type="checkbox"/>

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	NI	ME
8. Please list ways this employee could work to advance the District's goals around diversity, equity, inclusion, and accessibility at SMC in the upcoming evaluation period.	<input type="checkbox"/>	<input type="checkbox"/>

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	NI	ME
9. Employee provides customer service in a helpful and respectful manner.	<input type="checkbox"/>	<input type="checkbox"/>

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	NI	ME
10. Overall Rating of Performance for this Period.	<input type="checkbox"/>	<input type="checkbox"/>

General Suggestions (including training or development to be pursued this coming year) or Supervisor's suggestions for Employee to "Meet Expectations".		

[Empty box for Part II content]

Part III: Employee Comments and/or Updates in Response to Part II.

[Empty box for Part III content]

Employee's signature:	Print name:	Date:
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The employee's signature does not imply agreement with the contents of this evaluation. By signing, the employee acknowledges they have reviewed it, discussed it with their supervisor, and received a copy of this evaluation. The employee has fifteen (15) working days to attach a response prior to this evaluation being filed in the employee's official personnel file.

Supervisor's signature:	Print name:	Date:
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NOTE: See Article 4.10.2 for circumstances requiring Vice President to sign the evaluation.

Santa Monica Community College District

Office of Human Resources

VP APPROVAL FOR CLASSIFIED EMPLOYEE PERFORMANCE SELF-EVALUATION

Employee Name:		Classification:		Department:	
Permanent <input type="checkbox"/>	1 st Probationary (two-months) <input type="checkbox"/>	Anniversary <input type="checkbox"/>	Evaluation period:		
	2 nd Probationary (four-months) <input type="checkbox"/>	Follow-up <input type="checkbox"/>	From:	To:	
	3 rd Probationary (six-months) <input type="checkbox"/>	Special <input type="checkbox"/>			
	1 Year Probation <input type="checkbox"/>				

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- c. An employee may file a grievance on the evaluation procedure, but may not grieve expectations or criteria used in the evaluation. The grievance concerning violations of procedures may be filed in accordance with Article 10 of the Agreement between the Santa Monica College District and Santa Monica College Chapter 36 California School Employees Association (CSEA).

EMPLOYEE RECEIVED OVERALL RATING OF “NEEDS IMPROVEMENT”

Article 4.10.2 If an employee receives an overall rating of “Needs Improvement” on any evaluation and the employee prepares a written response to the evaluation, the employee’s evaluation along with the response shall be reviewed by the area Vice-President. As part of this review, the employee may request a meeting with the area Vice-President to discuss his/her evaluation. The employee may be represented by the Association at any such meeting. The area Vice-President has the authority to approve or revise the evaluation. In addition, the Vice President has the authority to rescind the evaluation and direct that a new evaluation conference be scheduled within 30 days of the date of meeting.

A copy of the completed evaluation is attached for review and approval. Please review and sign. A copy of this approval will be sent to HR.

Supervisor’s signature:	Print name:	Date:
Area Vice President’s Signature:	Print name:	Date:

NOTE: See Article 4.10.2 for circumstances requiring Vice President to sign the evaluation.