

ARTICLE 14 EVALUATIONS

- 14.1 Evaluations are a process by which a unit member's performance and conduct on the job are measured in accordance with District standards and expectations. As part of this process, positive and open communications between the unit member and the immediate supervisor are encouraged. Evaluations should reflect a unit member's strengths and weaknesses with the general objective of maintaining or exceeding District standards and expectations. It is also the mutual obligation of the employee and supervisor to compare the job description with the duties during the evaluation process.

The evaluation of employees will include consideration of their understanding of diversity, equity, inclusion, and accessibility (“DEIA”) principles through their commitment to support and foster a respectful, inclusive, equitable, and accessible work and learning environment for students and employees. Participation in District-offered training on DEIA will meet this requirement.

The purpose of this evaluation is to assess the employee’s performance, and is intended as a tool for constructive feedback. Performance evaluations can be used as evidence in a disciplinary process.

- 14.2 All permanent unit members shall be evaluated annually during the first three years of employment by the immediate supervisor, provided the manager has supervised for at least one year. If less than one year, then evaluation shall be based on the length of time of the evaluator’s supervision. The written evaluation and the conference in connection therewith between the unit member and the immediate supervisor shall occur within the month of the unit member's anniversary date in the position. If deemed necessary, additional evaluations may be scheduled by the immediate supervisor.

- 14.3 All newly hired unit members except for full-time peace officers shall serve a probationary period of six (6) months. All probationary unit members shall be evaluated at the end of the second (2nd) and fourth (4th) month of the probationary period. Failure to evaluate a probationary unit member as required by this article shall in no way affect a decision to terminate the unit member during the probationary period.

All newly hired full-time peace officers shall serve a probationary period of twelve (12) months. All probationary unit members shall be evaluated at the end of the fourth (4th) and tenth (10th) month of the probationary period. Failure to evaluate a probationary unit member as required by this article shall in no way affect a decision to terminate the unit member during the probationary period.

- 14.4 A probationary or permanent unit member who is reassigned into another classification and is serving a four (4) month trial service period in the new classification shall be evaluated at the end of the third (3rd) month of such four (4) month trial service period.

- 14.5 All evaluations shall be based upon job performance factors as outlined in the Performance Evaluation Form.

- 14.5.1 The immediate supervisor shall meet with each unit member within the timelines above and provide the unit member with a copy of his or her evaluation.
- 14.5.2 In the event a unit member is given a rating of “1” (Unsatisfactory) or “2” (Requires Improvement) on any performance factor, a separate meeting shall be scheduled to develop an improvement plan to address the unsatisfactory rating:
- 14.5.2.1 The immediate supervisor and employee shall discuss during the meeting:
- The reasons for the unsatisfactory rating
 - The immediate supervisor’s expectation of the goals and objectives for improvement in job performance to meet the standards for the employee’s present job; and
 - A clear and concise written plan as to how the employee can work towards accomplishing those goals and objectives and the supervisor’s expectations during the next evaluation period.
- 14.5.2.2 Both the performance objectives and the plan for achieving these objectives shall be put in writing based upon the discussion between the immediate supervisor and the employee.
- 14.5.2.3 Permanent employees shall be re-evaluated in thirty (30) to ninety (90) days.
- 14.5.2.4 At this performance improvement meeting, unit members shall be entitled to bring a CSEA representative.
- 14.5.3 The employee shall sign the evaluation acknowledging that he or she has discussed it with the immediate supervisor and indicate whether or not there is agreement with the ratings. The employee shall further be notified of the right to submit a written response, which is to be attached to evaluation and placed in his or her personnel file.
- 14.6 A sample of the evaluation form to be utilized in the evaluation process is contained in Appendix F.