

Personnel – Confidential & Supervisory

Administrative Rules and Procedures

4212 Performance Evaluation – Confidential & Supervisory

Procedure for Performance Evaluation

1. Written Evaluation

Written evaluations will be made on the prescribed District performance evaluation forms provided by the Human Resources Office. Following completion of the evaluation report, the assigned supervisor or manager will hold a conference with the employee to discuss the evaluation and areas of commendation, unsatisfactory performance which requires improvement, and career plans and interests. The employee may make written comments on any item. The form will be completed in triplicate, with all copies signed by the evaluator and the employee. A copy shall be given to the employee at the time of the conference. Two (2) copies will be transmitted to the next higher in the administrative channels for review and comment. Following this review, the Vice President or Vice Chancellor of Business Services, or designee will sign both copies and transmit the original copy through the Director of Human Resources to the Chancellor for appropriate action and retention in the employee's personnel folder. The other copy will be given to the employee.

2. Review and Appeal of Evaluation Report

An employee who has reason to question a performance evaluation report may request in writing within five (5) days from the date the evaluation is signed by the employee, a review of the evaluation and/or meeting with the President or Chancellor (for employees assigned to District Services), or designee. The President, Chancellor or designee will respond within ten (10) working days of receipt of request. This review process shall serve in place of the regular grievance procedure.

All performance evaluation reports will be available for review in connection with job promotions, disciplinary actions and other changes in employment status.

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3. Non-Participation of Members of the Immediate Family

No employee shall participate in the review and evaluation of the performance of another employee who is a member of the immediate family. A "member of the immediate family" means the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee; and the spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, brother-in-law or sister-in-law of the employee; any relative living in the immediate household of the employee or domestic partner.

4. Written Responses

A unit member may submit a written response to any evaluation within five (5) working days from the date the evaluation was signed by the employee. The response shall be attached to the evaluation and placed in his/her personnel file.