

ARTICLE XII EVALUATION PROCEDURE

12.1 Frequency

- 12.1.1** Each probationary employee shall be evaluated at least once prior to the end of the employee's first five (5) months of employment. The probationary period is a period during which the District shall evaluate the employee's potential for permanency. Accordingly, the District will notify probationary employees with performance deficiencies of their need to improve during the probationary period.
- 12.1.2** Each permanent employee shall be evaluated at least annually during the month of October.
- 12.1.3** Any employee (permanent or probationary) may request a formal evaluation and corrective assistance, if necessary, at any time, and a supervisor may conduct a formal evaluation of an employee at any time.

12.2 Nature of Evaluation

Formal evaluation shall be written, and the employee shall have a conference with the supervisor to discuss the evaluation. The employee shall sign the form indicating that the employee has seen the evaluation and has had an opportunity to discuss it. However, signing the evaluation in no way indicates agreement. Whenever possible, job performance shall be discussed with the employee at the time the issue is pertinent rather than waiting until the time of the required written evaluation.

12.3 Unsatisfactory Evaluation

- 12.3.1** When an evaluation indicates that performance or conduct is unsatisfactory, the employee shall have a reasonable period of time, where appropriate, as determined by the immediate manager, to correct the unsatisfactory performance or conduct. Where appropriate, specific recommendations for improvement and provisions for assisting the employee in meeting these recommendations shall be given to the employee. A subsequent re-evaluation shall be given at the end of the reasonable period of time.
- 12.3.2** An unsatisfactory evaluation shall make an employee ineligible for continued lateral movement, longevity, or professional growth increments on the salary schedule until there is a satisfactory evaluation. This element of the evaluation process shall be subject to the grievance process.
- 12.3.3** Employees shall be provided a copy of all written evaluation material that directly affects an evaluation prior to its being placed in the District personnel file. The employee shall be entitled to respond to the material within ten (10) working days of its receipt and have such response attached to the material placed in the file.

12.4 Personnel Files

- 12.4.1** The official personnel file of each employee will be maintained in the Office of Human Resources.
- 12.4.2** Each employee shall have the right to inspect his/her personnel file upon request.

- 12.4.3** A copy of any material of a derogatory nature prepared by the College shall be signed, dated, and given to the employee. Such material shall not be placed in the official personnel file for at least ten (10) working days after the employee is given a copy. The employee shall have the right to review and attach his/her own written comments to any such derogatory statement or material. Such review shall take place during normal business hours, and the employee shall be released from duty for this purpose without loss of pay.
- 12.4.4** Access by College employees to personnel files shall be on a job-related "College need" basis. Normally, this shall be determined by the Associate Dean of Human Resources or the Administrator responsible for Human Resources. The employee may, in writing, authorize others to have access to his/her personnel file. The College shall maintain within each personnel file a log of personnel, outside of the Office of Human Resources, who have reviewed the file.
- 12.4.5** Personnel files shall not be removed from the Office of Human Resources, except for College use, when authorized by the Associate Dean of Human Resources, or Administrator responsible for Human Resources.
- 12.4.6** Copies shall be made only under the supervision of the Associate Dean of Human Resources.
- 12.4.7** Unusual or voluminous requests for copies shall be at the expense of the employee, pursuant to Board policy, and shall be provided by the Office of Human Resources within ten (10) working days from the date of request.

12.5 Limit on Grievance

The procedures described in this article are subject to the grievance procedure included in this Agreement, but other elements of evaluation are not subject to that grievance procedure.