

## ARTICLE 18: EVALUATION PROCEDURES

- 18.1 The District retains the right to evaluate and assess the performance of each bargaining unit member, subject only to the procedural requirements of this Article. Accordingly, no grievance arising under this Article shall challenge the substantive objectives, standards, or criteria determined by the evaluator or District. Any grievance under this Article shall be limited to the procedural aspects of this Article.
- 18.2 An employee's immediate supervisor shall be the employee's evaluator. The immediate supervisor, for the purpose of evaluation, shall be designated by the District in writing to CSEA by October 15 of each year. Another evaluator may be designated with the employee's consent.
- 18.3 Probationary unit members are evaluated during their probationary year as stated in Exhibit J – Evaluation Form. The Probationary period is one year from date of hire. The evaluator shall meet with the unit member during the first two (2) months of employment to provide assistance to the unit member and to supervise closely the unit member's work. Eight, nine, and ten month unit members shall be formally evaluated at the beginning of the fourth and seventh months of employment. Eleven and twelve month unit members shall be formally evaluated at the beginning of the fourth, seventh, and tenth months of employment. The probationary period of a unit member shall be extended by the period of time the unit member is absent from duty during the probationary period.
- 18.4 Promoted bargaining unit members serving a six-month period of probation shall be evaluated formally by their evaluator no less than two (2) times during the probationary period as stated in Exhibit J – Evaluation Form. These evaluations shall occur normally at the second and fourth months of the probationary period.
- 18.5 Permanent unit members shall be evaluated formally by their evaluator at least every other year. Unit members who receive a rating of unacceptable shall be formally evaluated annually as stated in Exhibit J – Evaluation Form until the unit member either successfully remediates the poor job performance or until the unit member's service is severed from the District.
- 18.6 Evaluators of all permanent unit members shall have an informal evaluation conference with the unit member during January, February or March of each year following the year a formal evaluation is completed. The informal evaluation may or may not be written, and if written, shall not be placed in the unit member's personnel file in Human Resources. The purpose of this informal conference is to provide unit members with information regarding their job performance.

- 18.7 Formal evaluations shall be prepared in writing by the evaluator on District evaluation forms, and shall be discussed with the unit member in a private meeting. The forms shall be signed by both the evaluator and the unit member. The unit member's signature does not necessarily mean that the unit member agrees with the evaluation, but only that the unit member has received a copy of it and has had the opportunity to discuss it. One copy of the written evaluation shall be given to the evaluator, one to the unit member, and one copy shall be placed in the unit member's personnel file, pursuant to the provisions of Article 6 of this Agreement. If a unit member disagrees with the evaluation, the unit member may submit within ten (10) working days a written rebuttal to the evaluation. Such written rebuttal shall be placed in the unit member's personnel file, and a copy given to the evaluator.
- 18.8 When an evaluator finds the performance of a unit member to be unacceptable, an Assistance Plan shall be developed to remediate unacceptable performance. The Assistance Plan Form shall be used by the evaluator with suggestions for improvement of performance and correction actions as outlined in Exhibit J. An Assistance Plan may include, but not be limited to, the following: timelines for improvement; dates for completion of assignments/projects, visitations/observations/demonstrations; designation of a mentor; applicable guidelines, rules and regulations to read; specific oral and written directives; progress meetings; memoranda regarding progress of performance; review of procedures; and feedback. The evaluator may prepare any other written progress reports or written statements, or deliver oral reports on unit member's performance as deemed necessary to fulfill the requirements of the assistance plan.
- 18.9 Evaluations should be based upon the evaluator's direct observation and knowledge and not on unsubstantiated charges or rumors. The evaluator may request input from other unit members who have direct supervisory responsibilities over the unit member. Any negative information received by the evaluator from any source regarding the unit member must be investigated by the evaluator in order to substantiate the negative comments prior to incorporating negative comments in the evaluation.
- 18.10 The provisions in this article supersede any contradictory terms or statements in the Classified Employees Performance Evaluation Handbook.