

ARTICLE 18 - Evaluations District Proposal

Palomar Community College District (District)
To the College Council of Classified Employees CFT/AFT Local #4522 (CCE)
Proposal to the for 2023-2024 Successor Negotiations

ARTICLE 18 - EVALUATIONS

18.1 Evaluation Purpose

The purpose of the evaluation process is to provide feedback and commentary on employee job performance as a means for improvement and attainment of employment goals.

18.2 Evaluation Forms

Classified employees shall be evaluated using the form mutually agreed upon by the District and the CCE/AFT, attached as Appendix E. Completed evaluation forms shall be placed in the personnel files of employees as defined in Article 22. No changes to the official evaluation form shall be adopted unless negotiated by the parties.

18.3 Timeframes for Evaluations

18.3.1 Standard Evaluations

A probationary employee should be evaluated two (2) times during the ~~one (1) year (6) six month~~ probationary period, once half way through the probationary period and once at (6) six months. ~~and a A~~ permanent employee shall be evaluated at least once per year on or near the anniversary date of permanent employment. Evaluations shall cover not more than twelve (12) months of employment immediately preceding the evaluation. Employees shall be evaluated by their supervisor as of the date of the evaluation, who may consider input from a previous supervisor who provided supervision within the evaluation period.

18.3.2 Evaluation Conference

The evaluator shall schedule a conference with the employee to review the evaluation, giving at least five (5) business days' prior notice.

Employees receiving an overall rating of less than satisfactory shall have the right to representation by the CCE/AFT in the

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evaluation conference if requested. At the conference, and following review of the content of the evaluation, the employee shall sign to acknowledge receipt of the evaluation report, but not necessarily agreement with the contents thereof.

18.3.3 Additional Evaluations

The District may conduct additional performance evaluations for employees not more than once every thirty (30) days. A rating of **Unsatisfactory** for permanent employees in three or more areas requires additional review in a maximum of sixty (60) days. An Overall Rating of **Needs Improvement** or **Unsatisfactory** for permanent employees must be accompanied by a Plan for Improvement.

18.4 Disputes Regarding Evaluations

18.4.1 Right of Written Response

The employee shall have the right to attach a response to the evaluation. Any such response shall be considered confidential, and viewed only by appropriate District personnel. The employee has ten (10) business days from the date of the formal evaluation to complete and submit a written response to the evaluation. The evaluator at a conference shall consider the input of the employee and may change the evaluation. Irrespective of the evaluator's decision regarding the employee's written response, the employee's submission shall be attached to the evaluation and included in the official personnel file.

18.4.2 Administrative Review

A permanent employee who desires to question ratings or comments on any evaluation form may request, in writing and within ten (10) business days from the date of the original evaluation conference, that the Assistant Superintendent/Vice President, Human Resource Services, or designee review the evaluation form with him/her and his/her CCE/AFT representative if requested. The Vice President, Human Resource Services or designee shall respond within ten (10) business days of the request.

18.4.3 Exclusion from Grievance Procedure

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Any claim brought from an employee that alleges that the District has failed to comply with the Procedures outlined in this Article shall be processed according to the grievance procedures provided by this Agreement. The content of evaluations is specifically excluded from the grievance procedures contained in this Agreement.

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Final Audit Report

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