

## CHAPTER 16

### PERFORMANCE EVALUATIONS

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16.1 GENERAL POLICY

16.1.A POLICY STATEMENT: The employee performance evaluation report serves as an important tool for both management and employees in the task of assuring quality and efficient work performance. The rules contained in this article provide the performance rating standards and procedures which shall be used in connection with eligibility for advancement, promotion, demotion, and dismissal from the District's Classified Service, as well as other employment-related decisions relative to members of the Classified Service. Evaluation reports shall be one of the means by which a classified employee can learn how his/her supervisor feels about the quantity and quality of the work being performed by the employee; as well as the opportunity to discuss the matter with his/her supervisor. In addition, the completion and review of the evaluation report with the employee affords the supervisor the opportunity to review the employee's performance with him/her in an effort to correct work deficiencies and or encourage the person to greater efforts in the outstanding performance of his/her duties and responsibilities. thereby providing the supervisor with an opportunity to demonstrate both leadership and effective supervision with his/her subordinate personnel.

REFERENCE: Education Code Sections 87031, 88080 and 88081

16.1.B ADMINISTRATION OF PERFORMANCE APPRAISAL SYSTEM: The Director of Human Resources is hereby charged with administering the performance appraisal system for all members of the District's Classified Service. The Director of Human Resources shall be responsible for insuring that all Classified employee evaluations are properly completed and submitted to the Personnel Commission office (for review and placement in the employees' personnel files) in accordance with the provisions contained in this Chapter.

REFERENCE: Education Code Sections 88080 and 88081

16.1.C WHEN EVALUATIONS ARE TO BE MADE: All regular classified employees shall be evaluated by their immediate supervisors in accordance with these rules and the following schedule:

1. Probationary Employees:

- A. Employees designated as Bargaining Unit probationary shall be evaluated at the end of the second and fifth months of service.
- B. Employees designated as Confidential probationary shall be evaluated at the end of the third, seventh, and eleventh months.
- C. Employees in positions designated as supervisory, administrative, or executive, by the Personnel Commission, shall be evaluated at the end of the third, seventh, and eleventh months of service. All classified management team personnel shall be evaluated annually for the first five years of employment as pay advancement is dependent upon successful evaluations.
  - 1. The third and seventh month evaluation cycle will utilize the abridged evaluation process which includes:
    - a. The performance of responsibilities as defined in the job description (Supervisor Evaluation Form), and
    - b. The Behavioral Rating Scale (to be completed by the supervisor only.)
  - 2. In addition to 1.a above, the eleventh month evaluation cycle will utilize the extended evaluation process which includes:
    - a. Management objective (Goals and Objectives Form)
    - b. Management self-evaluation (Management Team Member Self-Evaluation Form)
    - c. The Behavioral Rating Scale (to be completed by classified staff, faculty, management, and students and community as appropriate).

2. Permanent Employees:

- A. Regular classified employees designated as permanent Bargaining Unit shall be evaluated per the schedule found in the Collective Bargaining Agreement, Article XV.
- B. Confidential employees designated as permanent shall be evaluated annually by January 31 of each evaluation year.
- C. Classified management team personnel designated as permanent may be evaluated annually but not less than every third year by January 31 of each evaluation year

utilizing the extended evaluation process with the following exception.

1. All new, classified management team personnel shall be evaluated annually for the first five years of employment
2. All permanent employees will continue to be evaluated annually if Management Team member is eligible for a step increase utilizing the abridged evaluation process.
3. Special Evaluations: An employee may be given a special evaluation at any time during employment if deemed necessary by either the employee or the supervisor. However, a special evaluation for unsatisfactory work performance shall be made no later than thirty (30) calendar days after the unsatisfactory work performance has taken place.

REFERENCE: Education Code Sections 88080 and 88081

16.1.D EVALUATION RATER: Each employee is to be evaluated by his/her immediate supervisor. In cases where the employee is assigned to more than one department, site, and/or classification, the employee shall receive separate evaluations for each assignment.

1. The immediate supervisor is defined as the person who assigns, checks and supervises the work of the employee and who is immediately responsible for the employee's performance or is most closely acquainted with the employee's performance.
2. The rating of each employee shall be reviewed by the next higher level supervisor, usually the immediate supervisor of the rater, before the evaluation conference is held with the employee.

REFERENCE: Education Code Sections 88080 and 88081

16.1.E EVALUATION FORMS: Performance evaluations shall be made on forms prescribed by the Personnel Commission.

REFERENCE: Education Code Sections 88080 and 88081

16.1.F EVALUATION MEETING: In completing the performance evaluation form, the supervisor shall have a conference with the employee. The meeting shall be scheduled by the supervisor to allow time for a discussion with the employee. The supervisor will provide the employee with the analysis of the employee's strong points and the areas in which improvement needs to be made.

1. The employee shall receive at least a twenty-four (24) hour written notice in advance of receiving their evaluation. At the time of this notice an evaluation shall be scheduled.
2. All evaluation shall be given in an environment of privacy. Under no circumstances shall a supervisor discuss an employee's evaluation with other employees.

REFERENCE: Education Code Sections 88080 and 88081

16.1.G SPECIFIC RECOMMENDATIONS FOR IMPROVEMENT: Any below standard evaluations shall include recommendations for improvement and provisions for assisting the employee in implementing any recommendations made. Where an evaluation contains recommendations for improvement, the supervisor must provide periodic reviews and support to the employee during the year.

REFERENCE: Education Code Sections 88080 and 88081

16.1.H DISTRIBUTION OF EVALUATION: The completed evaluation form shall be distributed as follows:

1. One copy to the employee being evaluated.
2. One copy to the supervisor performing the evaluation.
3. The original form for inclusion in the employee's personnel file.

REFERENCE: Education Code Sections 88080 and 88081

16.1.I LESS THAN SATISFACTORY EVALUATION: Employee's signature or refusal to sign the evaluation report is acknowledgment of derogatory written material which will be placed in the employee's personnel file. The affected employee has the opportunity during normal working hours and without loss of pay to the employee to prepare a written response to the evaluation. The employee shall have the right to enter, and have attached to the less than satisfactory evaluation his/her own comments thereon within fifteen (15) working days of the evaluation conference date.

REFERENCE: Education Code Sections 87031, 88080 and 88081

16.1.J PERFORMANCE IMPROVEMENT PLAN: The supervisor must develop a performance improvement plan citing each area that needs improvement. The plan must be developed concurrently with any less than satisfactory evaluation or if substandard performance is noted prior to the formal evaluation ending period. The recommended performance improvement

plan is developed in conjunction with the employee, and reasonable time period during which the employee's performance will be reviewed for improvement or attainment of goals.

1. Any negative evaluations shall include specific recommendations for improvements, and provisions for assisting the employee in implementing any recommendations that have been made.
2. In the event that a permanent employee receives an unsatisfactory rating in any category of a performance report, the employee shall receive a specific rating in the next performance report on his/her progress or lack of progress in that category.

REFERENCE: Education Code Sections 88080 and 88081

16.1.K APPEAL OF PROCESS: An employee may within fifteen (15) days of receipt of his/her rating, file with the Personnel Commission an appeal on the grounds that the rating procedures prescribed by the Personnel Commission have not been followed in the preparation of the rating. If the Personnel Commission determines that the rating is procedurally defective, it may order a new rating.

1. No rating that is being appealed to the Personnel Commission shall be placed in an employee's file until the appeal process has been completed.
1. The content of evaluations, performance ratings, goals, objectives, comments, and /or judgments made by the evaluator shall not be subject to the provisions of Personnel Commission Rule 6.1.K or Chapter 17 et seq., or any other grievance procedure(s) negotiated on behalf of the classified employees of Long Beach Community College District.

REFERENCE: Education Code Sections 88080 and 88081

16.1.L RATING OF RECORD: When an employee terminates employment, his/her most recent rating on file shall be the rating of record.

REFERENCE: Education Code Sections 88080 and 88081