

SECTION K: PERFORMANCE ASSESSMENT

The purpose of the classified employee assessment process is to encourage high levels of performance in the service of students, the community, the institution, and to identify areas that could be enhanced in order to increase the overall effectiveness and efficiency of the operation of the District. The process is designed to give constructive feedback to employees about job performance, defining both areas of strength and areas that could be enhanced. The assessment is based on department plans and the individual's job description. It includes supervisor comments, the employee's self-evaluation, and may include feedback from a selected pool of regular employees. Participants in a survey to solicit this feedback should be mutually agreed to between the employee and the supervisor.

K.1.0 Assessment Procedures

The District believes that assessment should be an ongoing process between employees and supervisors. However, every permanent employee will be assessed annually during their first three years and once every two years thereafter as long as performance remains satisfactory. The performance assessment timeline will be reset when an employee moves or is promoted into another job classification.

Probationary employees will be assessed at least twice during their probationary year. This applies to both newly hired probationary employees, and permanent employees who have moved or promoted into another classification. Performance assessments will be completed at five (5) and eleven (11) months of employment. An additional assessment may be completed between the fifth and eleventh month at the discretion of the immediate supervisor to provide additional feedback to the probationary employee.

Assessments are due on the anniversary of the employee's hire date or date in position if job assignments have changed.

The Performance Assessment process is facilitated by WorkDay. The employee, supervisor, dean or director, and vice president sign off on the final evaluation form.

As part of the assessment process, supervisors and employees should discuss two types of training:

- A. Training determined by the supervisor as being required for the employee's position. This training will be District-funded and should be scheduled during an employee's working hours when possible. If training is not available during working hours, compensatory time off shall be granted. Examples in this category are PeopleSoft, specific software, and customer service training.
- B. Personal training that meets an employee's interests and may be beneficial to the District, but that is not mandatory for one's current position. This training may be District funded.

Note: Training that meets guidelines for the Career Incentive Program may be used by eligible employees for their career incentive plan. Any classes taken for Career Incentive must be done on the employee's own time and at their own expense.

If a performance assessment indicates performance as "does not meet expectations", the assessment must be forwarded to the Director of Labor Relations prior to being discussed with the employee. The supervisor and the Director of Labor Relations will draft a written performance improvement plan. This plan constitutes a "written reprimand" under the disciplinary process outlined in section L.3.0,

Disciplinary Actions, and [Administrative Procedure 7365-3: Discipline and Dismissal Classified Employees](#). The supervisor and the employee will then discuss the improvement plan and the goals or programs to be undertaken for the next assessment period. These must be job related and written in specific terms. Step increases for employees on steps 1-4 of the salary schedule may be delayed if performance does not meet District standards.

K.1.1 Employee Right to Respond

The employee will have ten (10) working days to respond to the assessment by attaching written comments to their performance assessment and submitting it to HR for inclusion in their personnel file. At the employee's discretion, a copy of the response may be provided by the employee to the supervisor.