AGREEMENT BETWEEN

THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
and
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
and its
CHAPTER 579

July 1, 2019 through June 30, 2022

ARTICLE 8

EVALUATION PROCEDURES

8.1 The purpose of the evaluation is to support the improvement and/or development of the unit member. The performance evaluation is intended as a tool for constructive feedback and to highlight positive performance.

8.2 Frequency

8.2.1 Probationary employees shall be evaluated at the completion of their third (3rd), seventh (7th), and immediately prior to completion of their eleventh (11th) month of probationary service.

8.2.2 Permanent employees shall be evaluated every third year, on or about their anniversary date.

8.2.3 Probationary or permanent employees may be evaluated more frequently as determined by the District. No permanent employee shall be evaluated more frequently than every six (6) months.

8.2.4 Permanent employees promoted to a higher classification may be evaluated at the completion of their (3rd) month and prior to completion of their sixth (6th) month of serving their probationary period in the higher classification.

8.3 Evaluation Forms

8.3.1 Forms used for evaluation shall be prepared by the District and shall be considered a part of this Agreement (see Exhibit A).

8.4 Evaluation Criteria

Evaluations shall be prepared by the immediate supervisor. The immediate supervisor must have supervised the permanent employee for a period of at least three (3) months prior to completing the evaluation.

8.5 Evaluation Discussion

8.5.1 The unit member shall be notified in writing of an evaluation discussion at least three (3) working days prior to the evaluation discussion. The completed evaluation form shall be shown to the employee being evaluated and each item discussed, with a minimum of thirty (30) minutes allocated to the employee to discuss the evaluation and ask or answer pertinent questions. Generally, evaluation discussions shall be conducted between the immediate supervisor and the employee. If the immediate supervisor desires to have another administrator or manager present, the immediate supervisor shall notify the employee at least three (3) working days in

advance. A CSEA representative will be present if, the employee requests representation.

8.5.2 No evaluation of any unit member shall be placed in the personnel file without an opportunity for discussion between the unit member and the evaluator. All evaluations shall be confidential.

8.6 Below Standard Performance

Below standard performance ratings shall be followed by specific recommendations, time periods for improvement and provisions for assisting the employee in implementing any recommendations made.

8.7 Signature

The employee and his/her immediate supervisor shall sign the evaluation form. Signing the evaluation form does not indicate that the employee agrees or disagrees with the evaluation form, but merely that he/she has seen it. The employee shall be given a copy of the evaluation form at the conclusion of the meeting.

8.8 Comments

8.8.1 The employee shall be informed at the evaluation meeting of the right to prepare and attach to the evaluation any written comments deemed necessary.

8.8.2 The employee does not have a right to appeal or grieve the evaluation. The employee does have a right to write a rebuttal to the evaluation within thirty (30) calendar days of receipt of the evaluation. The written rebuttal will be attached to the evaluation and placed in the official personnel file.

8.9 Filing

All evaluations, along with any attached comments by the employee, shall be kept confidential and filed in the employee's official personnel file.