

CHAPTER 130

PERFORMANCE EVALUATIONS

130.1 GENERAL POLICY

130.1.1 POLICY STATEMENT: The employee performance evaluation report serves as an important tool for both management and employees in the task of insuring quality and efficient work performance. The following rules provide the performance rating standards and procedures which shall be used in connection with the eligibility for transfer or promotion, or demotion, or dismissal from the Classified Service, as well as other decisions relative to members of the Classified Service. Such evaluation reports shall be one (1) means by which a member of the Classified Service can learn how his supervisor feels about the quantity and quality of his work, as well as the opportunity to discuss the matter with the supervisor. In addition, the completion and review of the evaluation report with the subordinate affords the supervisor an opportunity to review the employee's performance with him in an effort to correct work deficiencies and/or encourage the person to greater efforts in the performance of his duties and responsibilities; thus providing the supervisor/manager with an opportunity to demonstrate effective supervision with his subordinate.

REFERENCE: Education Code Section 45260 and 45261

130.1.2 ADMINISTRATION OF PERFORMANCE APPRAISAL SYSTEM: The Director of Classified Personnel shall be charged with administering the performance appraisal system of the District for all members of the Classified Service. He shall be responsible for insuring that all evaluations are timely, properly completed and submitted to the Classified Personnel Services office for review and inclusion in employees' personnel files.

130.1.3 WHEN EVALUATIONS ARE TO BE MADE: All regular classified employees shall be evaluated by their immediate supervisor. Any classified employee whose evaluation is not administered in accordance with the following schedule and rules and returned to the Classified Personnel Services office by the due date shown in the upper right hand corner of the evaluation may be automatically rated as "Administratively Meets Requirements" by the Director of Classified Personnel Services. Requests for exceptions to this rule must be made in writing to the Director at least ten (10) working days prior to

the due date of the evaluation and must contain sufficient justification to warrant exception.

Evaluations received after a rating of "Administratively Meets Requirements" has been granted shall not be accepted nor included in the employee's personnel file.

130.1.3.1 Probationary Employees: Employees designated as probationary shall be evaluated at the end of the third and fifth months of service. For persons employed in positions designated as supervisory, administrative, or executive by the Personnel Commission, performance evaluations shall take place at the end of the fourth, eighth and twelfth months of service.

130.1.3.2 Permanent Employees: Employees designated as permanent employees shall be evaluated at least once each year on their anniversary date. An employee's anniversary date is determined by the date the employee is hired or the date of any subsequent change in assignment or status. Evaluations shall be given every other year after two (2) consecutive annual evaluations with overall "Meets Requirements" ratings, exclusive of probationary evaluations in accordance with the VVUHSD/CSEA Contract, Article 13.3. Evaluation forms shall be distributed by Classified Personnel Services (30) thirty working days prior to the employee anniversary date. Completed evaluation forms shall be returned within thirty (30) working days following the due date (VVUHSD/CSEA Contract, Article 13.3).

130.1.3.3 Special Evaluations: An employee may be given a special evaluation at any time during his employment if deemed necessary by the supervisor. A special evaluation for unsatisfactory performance shall be made within a reasonable time frame for the employee to correct the deficiency.

130.1.3.4 If the evaluation could lead to disciplinary action, any employee who is represented by an "exclusive representative" will be informed in advance and shall be given written notice at least 2 (two) working days prior to the meeting of his/her right to have a representative present at this evaluation meeting in accordance with the VVUHSD/CSEA Contract, Article 13.5.

REFERENCE: Education Code Section 45260 and 45261

130.1.4 EVALUATION RATER: Each employee is to be evaluated by his immediate supervisor under whom the employee has served 60 working days or more and who is defined as the person of higher classification who assigns, checks, and supervises more of the work of the employee than any other person in the section, crew, office, or department, and is designated management or supervisory. In cases where the employee is assigned to more than one department, site, and/or classification, the employee shall receive a joint evaluation.

130.1.4.1 Teachers or bargaining unit personnel shall not act as the assigned rater for classified employees. Only designated supervisory or management employees may rate and sign the formal evaluation form. Supervisors may receive input from employees having a lead function over the employee to be evaluated.

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

130.1.6 EVALUATION MEETING: In preparing the performance evaluation form, the supervisor may choose to confer with the employee at which time they will discuss ways and means of improving the conditions under which the employee is working to provide greater efficiency and productivity. Together, the supervisor and employee will analyze the employee's strong points and the areas in which improvement may be made. Such meeting shall be held during the subordinate's normal working time and without loss of pay. The meeting shall be scheduled by the supervisor to allow adequate time for a discussion with and by the employee. Employees and evaluators are encouraged to arrive at a mutual understanding and acceptance of the evaluation during this meeting.

130.1.7 DOCUMENTATION: All evaluations indicating "Needs Improvement" or "Unsatisfactory" rating(s) about the employee's performance shall include substantiating comments and/or documentation. A "Performance Improvement Plan / Plan of Assistance" shall be prepared to include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made.

130.1.8 SUPERVISOR REVIEW OF FORM AND ASSOCIATED DOCUMENTS: The completed evaluation form as well as any associated "Performance Improvement Plan / Plan of Assistance" shall be signed by the evaluator and then forwarded to the evaluator's immediate supervisor for review, comments

and signature. The signed form, with any comments and any attachments, if applicable, shall be returned to the evaluator for presentation to the employee.

130.1.9 SIGNING OF FORM: The completed evaluation form shall be signed by the evaluator and the employee being evaluated to indicate that the evaluation has been seen and discussed with the employee and he has received a copy of the evaluation, and any attachments if applicable. The signing of the evaluation form shall not be construed to mean that the employee is in agreement with the contents of the evaluation form.

130.1.10 DISTRIBUTION OF EVALUATION: The completed evaluation form shall be distributed as follows:

130.1.10.1 One copy to the employee being evaluated.

130.1.10.2 One copy to the supervisor performing the evaluation.

130.1.10.3 The original copy to the Personnel Commission Office for inclusion in the employee's personnel file.

130.1.11 EMPLOYEE ATTACHMENTS TO EVALUATION: The employee shall have the right to submit to the Personnel Commission Office his written comments and/or documentary evidence to refute or rebut any derogatory rating or comments in the evaluation form. Any employee submissions shall be attached to the evaluation in the personnel file, and a copy shall be forwarded to the evaluator. There is no time limit to the employee's written response.

REFERENCE: Education Code Section 44031(b)(1)