

CHAPTER 13

PERFORMANCE EVALUATIONS

13.1 GENERAL PROVISIONS

13.1.1 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 eligibility for advancement, promotion, demotion, and dismissal from the Classified Service, as well as other decisions relative to members of the Classified Service. Such evaluation reports shall be one means by which a member of the Classified Service can learn how his/her supervisor feels about the quantity and quality of the work being performed by the employee and have the opportunity to discuss the matter with the supervisor. In addition, the completion and review of the evaluation report with the employee affords the supervisor an opportunity to review the employee's performance with him/her in an effort to correct work deficiencies, recognize the employee's accomplishments, set goals and objectives, and/or encourage the person to greater efforts in the performance of his/her duties and responsibilities.

Reference: EC§ 45260 and 45261

13.1.2 ADMINISTRATION OF PERFORMANCE APPRAISAL SYSTEM:

The Director of Human Resources-Classified shall be charged with administering the performance appraisal system of the District for all members of the Classified Service. The Director of Human Resources-Classified shall be responsible for insuring that all evaluations are properly completed utilizing the prescribed form(s) and included in employees' personnel files.

Reference: EC§ 45260 and 45261

13.1.3 PERFORMANCE EVALUATION ISSUANCE SCHEDULE:

All regular classified employees shall be evaluated by their immediate supervisors in accordance with the following schedule:

13.1.3.1 **Probationary Employees:** Employees designated as probationary shall be evaluated at the end of the third and fifth months of service. For persons in positions designated as supervisory or administrative by the Commission, performance evaluations shall take place at the end of the sixth and eleventh month of service.

13.1.3.2 **Permanent Employees:** Employees designated as permanent shall be evaluated at least once each year during the time period from March through April.

Merit System Rules
CHAPTER 13

13.1.3.3 **Special Evaluation:** An employee may be given a special evaluation at any time during employment if deemed necessary by the supervisor to document either outstanding or unsatisfactory performance by an employee.

Reference: EC§45260 and 45261

13.1.4 **EVALUATION RATER:**

Each employee is to be rated by his/her assigned immediate supervisor. In cases where the employee is assigned to more than one department or site, the employee shall receive separate evaluations for each assignment.

Reference: EC§ 45260 and 45261

13.1.5 **EVALUATION FORMS:**

Performance evaluations shall be made on forms prescribed by the Personnel Commission.

Reference: EC§ 45260 and 45261

13.1.6 **EVALUATION MEETING:**

In completing the performance evaluation form, the supervisor shall have a conference with the employee. 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 employee'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.

Reference: EC§ 45260 and 45261

13.1.7 **DOCUMENTATION:**

All performance evaluations which contain negative comments about the employee's performance shall include substantiating documents. Areas of suggested improvement shall have goals to strive for and possible ways to meet those goals. Any negative performance evaluations shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations.

Reference: EC§ 45260 and 45261

13.1.8 **SIGNING OF PERFORMANCE EVALUATION:**

The completed performance evaluation form shall be signed by the person being evaluated to indicate that the employee has seen and received a copy of the evaluation. The signing of the performance evaluation form shall not be construed to mean that the employee is necessarily in agreement with the contents of the performance evaluation form.

Reference: EC§ 45260 and 45261

13.1.9 **DISTRIBUTION OF PERFORMANCE VALUATION:**

The completed performance evaluation form shall be distributed as follows: One copy to the employee, one copy to the supervisor performing the evaluation, and one copy to the Classified Human Resources Office for inclusion in the employee's personnel file.

Reference: EC§ 45260 and 45261

13.1.10 **EMPLOYEE ATTACHMENTS TO PERFORMANCE EVALUATION:**

The employee shall have twenty (20) calendar days from the date of the final performance evaluation meeting to submit to the Classified Human Resources Office the employee's written comments and/or documentation evidence to refute or rebut any derogatory rating or comments in the performance evaluation form.

Reference: EC§ 45260 and 45261

13.1.11 **APPEAL OF PERFORMANCE EVALUATION:**

An employee may appeal the performance evaluation within ten (10) working days to the next highest supervisor (who has not participated in his/her evaluation) any mark or comment with which the member disagrees. The next highest supervisor shall meet with the employee within ten (10) working days after the appeal meeting. By mutual agreement, the timelines may be extended.

Reference: EC§ 45260 and 45261