

PERSONNEL COMMISSION

SANTA MONICA COLLEGE

MERIT RULES

CHAPTER X

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## **CHAPTER X -- PERFORMANCE EVALUATIONS**

Rule 10.1

### **GENERAL PROVISIONS**

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## CHAPTER X

### PERFORMANCE EVALUATIONS

#### Rule 10.1

#### GENERAL PROVISIONS

Performance evaluation procedures for unit members are contained in Article 4 of the District/CSEA Contracts.

#### 10.1.1

#### PERFORMANCE EVALUATION DEFINED

Performance evaluation shall be defined as periodic opportunity for a supervisor to measure an employee's performance on the job against the standards and requirements of his/her position as stated in the class description.

#### 10.1.2

#### WHEN EVALUATIONS ARE TO BE MADE

- A. The schedule of evaluation during the probationary period shall be as follows:
  - 1. For employees serving a six (6) month probation period - at the end of the second and fourth months of service and prior to completion of the sixth month of service.
  - 2. For employees serving a one year probationary period - at the end of the fourth and eighth months of service and prior to completion of the twelfth month of service.
- B. Evaluation of promoted and transferred employees shall be according to the schedule listed above.
- C. The schedule of evaluation for permanent non-management classified employees shall be annually between March 15 and May 15 of each year.
- D. The schedule of evaluation for classified management employees shall be once per college year and may include the evaluation input of management, faculty and classified staff.
- E. If the immediate supervisor does not submit an annual evaluation by the time limit, the employee may submit his/her statement of goals and objectives for the coming year, if he/she chooses.

10.1.3

PROCEDURES TO BE FOLLOWED

- A. Performance evaluation reports shall be made on the appropriate forms approved by the Personnel Commission. The report shall be prepared by the employee's immediate supervisor and shall be based on his/her knowledge or observation of the employee's performance.
  
- B. Evaluation ratings shall be accompanied by appropriate documentation as follows:
  - 1. an "unsatisfactory" rating shall contain a specific description of the deficient or substandard performance
  
  - 2. a "needs improvement" shall list suggestions for the required improvement
  
  - 3. an "outstanding" rating shall be accompanied by supporting comments
  
- C. The immediate supervisor shall present the performance evaluation report to the employee at an evaluation conference which shall include a review of the specific ratings given to the employee and suggestions for improvement where applicable. The conference shall take place during the employee's working hours. All copies of the evaluation report shall be signed by the employee to indicate receipt. Should the employee refuse to sign, the fact shall be noted on all copies of the evaluation form.
  
- D. The employee shall be notified by his/her immediate supervisor that the employee has seven (7) working days to attach a rebuttal before the evaluation is filed in the employee's personnel file.

- E. The performance evaluation report shall be distributed as follows: One copy of the evaluation shall be retained by the employee, one copy shall be retained by the immediate supervisor and one copy shall be sent to the Classified Personnel department for filing in the employee's personnel folder upon completion of the seven (7) working day rebuttal period.
- F. If the employee wishes to file a rebuttal the employee shall submit his/her comments in writing to the Personnel Director prior to the expiration of the seven (7) working day period. Upon receipt of the rebuttal, the Personnel Director shall forward a copy to the immediate supervisor and the second level supervisor who shall meet with the employee in an attempt to resolve the disagreement. The second level supervisor shall prepare, within ten (10) working days, a report of this conference which shall be filed in the department, with the employee, and in the employee's personnel file. The determination of the second level supervisor shall be final.
- G. Performance evaluation reports and attached rebuttal statements shall be available for review for a one year period, in connection with promotional examinations.

10.1.4

REPORTS ON SPECIAL ASSIGNMENTS

- A. For purposes of this rule, a special assignment is defined as a provisional appointment of a classified employee to a position for a period not to exceed 90 working days for which an eligibility list does not exist. This 90 day period may be extended by Personnel Commission action per Merit Rule 7.2.
- B. For purposes of this rule, Career Laddering is a special assignment defined as an assignment which places an employee in a job outside of the employee's regular assignment and which represents a vertical, lateral, or downward path towards a new career opportunity. A career laddering assignment is limited to 90 working days per paragraph A above.
- C. A permanent employee on a provisional or career laddering assignment with an expected duration of 30 days or more shall receive a written progress report, on the appropriate District form, at the completion of the first, third, and fifth months of the assignment.
- D. Provisional and career laddering assignments are temporary and do not automatically entitle the employee to probationary or permanent status. To obtain the position permanently, the employee must successfully compete through the regular merit system process.
- E. The progress report is for feedback purposes only and does not constitute a formal evaluation process as described in Rule 10.1. It is not subject to review in connection with promotional examinations or appointment.

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- F. Within ten (10) days after the end of the special assignment, the supervisor shall complete a final summary report outlining the employee's accomplishments during the special assignment which shall include a statement by the employee. This summary report shall become a part of the employee's permanent personnel record in accordance with the procedures contained in Merit Rule 9.9.

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10.1.5                    COMMENDATION

- A.     Whenever a regular classified employee performs service of an exemplary character, he/she may be given a written commendation in recognition of his/her exemplary service. The commendation shall be prepared and signed by the employee's immediate supervisor and shall be placed in the employee's personnel file.

10.1.6                    UNSATISFACTORY SERVICE

- A.     A classified employee may be evaluated by his/her immediate supervisor at any time when unsatisfactory service is performed. The evaluation shall be made no later than 30 calendar days after the unsatisfactory work performance has taken place, on the appropriate Notice of Need for Work Improvement or Disciplinary Action Notice as provided in Rule 14.1.

10.1.7                    APPLICATION OF EVALUATION PROCEDURES TO UNIT MEMBERS

- A.     Performance evaluations for unit members shall be made in accordance with this Rule and Article 4 of the Agreements between the Santa Monica Community College District and Santa Monica Chapter 36, CSEA.