

SANTA MONICA COMMUNITY COLLEGE DISTRICT

OFFICE OF HUMAN RESOURCES

CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION

NAME _____ CLASSIFICATION _____ DEPARTMENT _____

EMPLOYEE STATUS PERMANENT Regular Follow-up Special
 PROBATIONARY 1st 2nd 3rd

PERIOD FOR WHICH EMPLOYEE IS BEING EVALUATED: from _____ to _____

Before completing this form, please read **INSTRUCTIONS FOR PREPARING CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION** on the other side. If "Below Standards" is checked, see *Instructions, Section 6.a.*

STANDARDS		
Below	Meets	Exceeds

Attach additional pages if necessary for comments.

1.	Attendance	B	M	E	Comments:
2.	Observes work schedule	B	M	E	
3.	Performs duties safely and carefully	B	M	E	
4.	Operates and cares for equipment/tools efficiently and safely	B	M	E	
5.	Understands duties of job classification	B	M	E	Comments:
6.	Follows rules and procedures required on the job	B	M	E	
7.	Demonstrates job skills of job classification	B	M	E	
8.	Plans, organizes and produces quality work	B	M	E	
9.	Accepts direction and/or suggestions from supervisor	B	M	E	Comments:
10.	Takes initiative	B	M	E	
11.	Applies good judgment recognizing and solving job-related problems	B	M	E	
12.	Follows tasks through to completion	B	M	E	
13.	Completes regular assignments and meets deadlines	B	M	E	Comments:
14.	Recognizes limits of authority and refers serious or complex problems to supervisor	B	M	E	
15.	Demonstrates effective business-like communication skills	B	M	E	
16.	Establishes effective working relationships	B	M	E	
17.	Relates to diverse student, faculty and/or public populations	B	M	E	Comments:
18.	Provides customer service in a helpful, respectful manner	B	M	E	
OVERALL WORK PERFORMANCE RATING		B	M	E	This rating reflects the employee's general performance.

A.	SPECIFIC ACCOMPLISHMENTS (Optional) List exemplary job-related accomplishments and/or training during the past year. Initials of employee and/or evaluator indicate acknowledgement. Attach additional pages if necessary.	Evaluator	Employee
	a.	a.	a.
	b.	b.	b.
	c.	c.	c.

B. SUPERVISOR'S SUGGESTIONS FOR EMPLOYEE TO "MEET STANDARDS"

For requirements regarding follow-up evaluations see *Instructions, Sections 3a, 3b, and 3c.*

Follow-up date _____ / _____ / _____

Evaluator's signature _____ Print Name _____ Date ____ / ____ / ____

Employee's signature _____ Print Name _____ Date ____ / ____ / ____

NOTE: The employee's signature does not imply agreement with the contents of this evaluation. By signing, the employee acknowledges having seen, discussed and received a copy of this evaluation. The employee has fifteen (15) working days to attach a response prior to this evaluation being filed in the employee's official personnel file.

Area Vice President's signature _____ Print Name _____ Date ____ / ____ / ____

NOTE: See Article 4.10.2 for circumstances requiring Vice President to sign the evaluation.

Distribution: Original to Personnel File; Copy to Department; Copy to Employee

SANTA MONICA COMMUNITY COLLEGE DISTRICT

OFFICE OF HUMAN RESOURCES

INSTRUCTIONS FOR PREPARING CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION

1. PHILOSOPHY OF EVALUATION

The evaluation focus is based on a commitment to quality service. The evaluation process and evaluation instrument are intended to provide a method of measuring an employee's performance based upon the standards and requirements as stated in the job classification specification. The evaluation process is not intended to be used as a disciplinary tool or a step in the disciplinary process.

2. WHEN TO EVALUATE AN EMPLOYEE

- a. **Probationary Employees** shall be evaluated by their immediate supervisor at the end of the second, fourth, and prior to completion of the sixth month of service or as delineated in Article 4.6.2.
- b. **Permanent Employees** shall be evaluated during the period beginning with the employee's anniversary date in his/her current position and ending 60 calendar days after the employee's anniversary date.

3. FOLLOW-UP AND SPECIAL EVALUATION

- a. If an employee receives a "Below Standards" rating in any area, a follow-up evaluation may be scheduled.
- b. If an employee receives an overall "Below Standards" rating, a follow-up evaluation must be scheduled.
- c. Follow-up evaluation is limited to the specific area/s in the original evaluation that the employee was rated "Below Standards."
- d. If there is a follow-up evaluation as referenced in Article 4.9, that follow-up must be held between thirty (30) and ninety (90) days from the date of the original annual evaluation conference. The supervisor will indicate the date of the follow-up conference in Section B at the time of the original evaluation conference.

4. EVALUATION PROCEDURE

- a. The performance evaluation report is to be completed by the employee's immediate supervisor.
- b. The evaluator must consider the employee's performance over the entire evaluation period.
- c. The evaluator must prepare the evaluation report based upon their personal observations and/or knowledge of the employee's performance, and not upon unsubstantiated activities.
- d. Each "**Below Standards**" rating must be accompanied by the evaluator's written description of the problem or concern and specific suggestions for improvement. For non-probationary employees – provide documentation with a description of the steps taken to bring the below standard performance to the attention of the employee.
- e. The evaluator must present and discuss the evaluation and review performance standards with the employee at the evaluation conference.
- f. When the employee's performance is rated "**Below Standards**" overall, the evaluation shall be reviewed and signed by the area Vice President after it has been presented to the employee at the evaluation conference.

5. AT THE EVALUATION CONFERENCE

- a. The immediate supervisor will discuss the evaluation with the employee.
- b. The performance evaluation will be signed by the immediate supervisor and the employee.
- c. The immediate supervisor will notify the employee that he/she has fifteen (15) working days to submit a response before the evaluation is filed in his/her personnel file.

6. DEFINITION OF RATINGS

- a. **BELOW STANDARDS**
The employee's work performance needs improvement and the employee has not achieved the expected level of performance for the specific area being evaluated. This rating must be documented by 1) a statement of the problem or concern; and 2) specific suggestions for improvement.
- b. **MEETS OR EXCEEDS STANDARDS**
The employee's work performance has met or has exceeded the expected level of performance for the specific area being evaluated.
- c. The "**OVERALL WORK PERFORMANCE RATING**" reflects the employee's general performance.

7. SPECIFIC ACCOMPLISHMENTS (Optional)

- a. Both immediate supervisor and employee may add to the list.
- b. The immediate supervisor, employee, or both may initial to acknowledge the accomplishment.

8. EMPLOYEE RESPONSE OPTIONS

- a. An employee shall have fifteen (15) working days to file a written response to the evaluation with the Office of Human Resources. The employee or their representative may request an extension in writing to the Office of Human Resources.
- b. An employee who has received an overall rating of "Below Standards" on the evaluation, and has filed a written response, has the option to request a review by the area Vice President. As part of this review, the employee may also request a meeting with the area Vice-President to discuss their evaluation.
- c. An employee may file a grievance on the evaluation procedure, but may not grieve standards or criteria used in the evaluation. The grievance concerning violations of procedures may be filed in accordance with Article 10 of the Agreement between the Santa Monica College District and Santa Monica College Chapter 36 California School Employees Association (CSEA).