

4150 Evaluation of Employees

A. Evaluation

No evaluation of any employee shall be placed in any personnel file without an opportunity for discussion between the employee and the evaluator. No evaluation shall be made based solely upon rumor, gossip or hearsay. Rumor, gossip or hearsay may only be used in an employee's evaluation after careful investigation and factual documentation. Negative evaluations shall include specific recommendations for improvement and provisions for assisting the employee in implementing any recommendations.

B. Probationary Employees

Every probationary employee shall be evaluated by the employee's immediate supervisor, in writing, before the eight (8) month (one year for Campus Police) probationary period has ended:

1. The first written evaluation shall be completed and discussed with every probationary employee at the end of the fourth month of the probationary period.
2. The second written evaluation shall be completed and discussed with the employee at the end of the seventh (eighth month for Campus Police) month of the probationary period.
3. A third written evaluation shall be completed and discussed with Campus Policemen just prior to the twelfth month of the probationary period.

C. Permanent Employee

1. Every permanent classified employee shall be evaluated each year by the employee's immediate supervisor. (If this requires the immediate supervisor to work or observe during unusual hours, then the supervisor shall observe those hours.)
2. If the employee being evaluated feels that the evaluation is not accurate or fair in its findings and recommendation, he may attach a letter of explanation of those items in dispute within ten (10) work days.
3. Employees are required to sign all formal written evaluations. Employees are not signing that they agree with the evaluation, but rather that they have seen the evaluation. Employees are to receive a copy of their evaluations and the original is to be placed in the employee's personnel file.



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4. If the employee disagrees with the evaluation, the employee may request a review before a committee of three (3) members. One member shall be selected by CSEA. One member shall be selected by the District. The third member shall be selected by the other two panel members. This committee shall conduct an informal hearing and make a final decision in regard to the evaluation. The employee and District may be represented at the hearing.



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EMPLOYEE EVALUATION SCALE

INFORMATION

Employee's Name _____
Job Title _____
Name of Evaluator _____
Date Evaluation Sent _____

Status: Permanent
Probationary 3 5
Dept/Location _____
Title _____
Date Returned _____

INSTRUCTIONS TO RATER:

1. Study each trait very carefully before rating the employee.
2. It is important that you compare every employee you rate to the same standard. It is suggested that this standard be your concept of the "ideal" employee. While it is true inexperienced employees will generally score lower than those who have experience, such an approach will allow you to measure every employee's progress, or lack of progress between each period of evaluation.
3. As you rate the employee, you will find that each trait has 5 different levels of performance with each level having a "high" (H) value and a "low" (L) value. You must decide which value comes closest to describing the employee and circle the "L" or "H." The completed evaluation should have EXACTLY 8 circles.
4. Total all of the figures under all the boxes which have been marked and write the scores in the box on page 3.
5. After you have completed this evaluation, discuss it privately with the employee.
6. After you have discussed the evaluation with the employee, return it to the Office of Personnel Services.
7. A signed copy of the evaluation will be returned to the employee and one will be placed in his/her personnel file.

RATING GUIDE: Assign the score that most nearly reflects the performance relative to each separate factor. DO NOT OVERRATE - BE OBJECTIVE.

1. **BELOW STANDARD:** Must make and maintain radical improvement in the event employment is continued; rating and discussion are equivalent to a warning on this factor.
2. **POOR:** Does not consistently meet an acceptable standard or satisfy the basic requirements of the job; needs to make and maintain substantial improvement as stated.
3. **AVERAGE:** Meets acceptable standard or basic requirements of job. Should improve with training, applications, and experience. Inconsistencies to be noted.
4. **GOOD:** Consistently better than average performance; with continued experience and training might develop into outstanding level of performance.
5. **EXCELLENT:** Consistently and greatly exceeds all requirements for this area.