

## ARTICLE 15: ADMINISTRATIVE EVALUATIONS

### 15.1 **Purpose**

The performance evaluation process gives the Unit Member and his/her supervisor an opportunity to formally review the Unit Member's job performance based on the administrator's duties and responsibilities. It is designed to assess accomplishments, communicate standards and expectations, set goals for future performance, and assist administrators in their professional development.

### 15.2 **Union Representation**

At any time during the evaluation process, a Unit Member may request union representation.

### 15.3 **Timeframe for Academic Unit Members**

15.3.1 Initial evaluation: the Unit Member under their initial contract will be evaluated no later than January 31, or the seventh (7<sup>th</sup>) month of their contract. The feedback survey shall be conducted in the eleventh (11<sup>th</sup>) month.

15.3.2 The Unit Member completing their first and second year in an assignment will be evaluated annually at their twelfth (12) month and twenty fourth (24) month. Thereafter, the evaluation shall be performed every three (3) years.

15.3.3 An out-of-sequence evaluation of the Unit Member may be conducted if it is deemed necessary by the evaluating supervisor.

### 15.4 **Timeframe for Classified Unit Members**

15.4.1 Progress evaluations for probationary classified Unit members shall be submitted on or about the end of the third (3<sup>rd</sup>) and fifth (5<sup>th</sup>) month from the date of hire. After the progress evaluation period, a second-year evaluation shall be conducted. Thereafter, the evaluation shall be performed every three (3) years.

15.4.2 An employee who is promoted, shall serve a probationary period of six (6) months in the higher salary classification position.

15.4.3 Pursuant to Education Code, Section 88013, a permanent employee who accepts a promotion and fails to complete the probationary period for that promotional classification, shall be employed in the position from which he or she was promoted.

15.4.4 An out-of-sequence evaluation of the Unit Member may be conducted if it is deemed necessary by the evaluating supervisor.

## 15.6 Evaluation Process

15.6.1 Each Unit Member shall be evaluated by the Unit Member's immediate supervisor. The immediate supervisor is responsible for ensuring that the evaluation occurs according to the timeframe established. All evaluations should be reviewed by the next level supervisor.

15.6.2 The immediate supervisor will schedule an evaluation conference with the Unit Member at which time the Unit Member's job performance is reviewed. Prior to the conference, the Unit Member will complete a self-evaluation and submit it to the evaluating supervisor. The immediate supervisor will then complete his/her evaluation of the Unit Member. Both the self-evaluation and the evaluation completed by the immediate supervisor will be discussed at the evaluation conference. The Unit Member shall electronically sign the evaluation to indicate that the conference took place. Signing the evaluation shall not necessarily indicate agreement with the evaluation. The Unit Member may attach a response to the supervisor's evaluation.

## 15.7 Evaluation Components

### 15.7.1 Self-Evaluation

Unit Members shall complete a self-evaluation using the evaluation forms negotiated between the District and SCCDAA

### 15.7.2 Supervisor Evaluation

The immediate supervisor shall evaluate the Unit Member using the evaluation forms negotiated between the District and SCCDAA.

### 15.7.3 Evaluation Conference

15.7.3.1 The immediate supervisor shall schedule an evaluation conference with Unit Member.

15.7.3.2 Entire evaluation shall be discussed and reviewed.

15.7.3.3 Evaluation must be electronically signed by the Unit Member and the evaluating supervisor. Signing the evaluation shall not necessarily indicate agreement with the evaluation. The Unit Member may attach a response to the supervisor's evaluation.

15.7.3.4 All evaluations shall be reviewed by the next level supervisor.

15.7.3.5 Once the process is completed, a notification from the electronic performance management system used by the District shall be

emailed to the supervisor, the Unit Member, and Human Resources. The Human Resources Office shall retrieve the signed evaluation form for filing in the Unit Member's personnel file.

- 15.7.3.6 An electronic copy of the evaluation shall be retrieved by the Unit Member within the electronic performance management system used by the District.

#### 15.7.4 **Rating**

- 15.7.4.1 The rating rubric will be a component of the evaluation form negotiated between the District and SCCDAA.

- 15.7.4.2 Signed copies of all completed Administrator Evaluation Forms shall be permanently retained in the Unit Member's personnel file.