

Los Medanos College
Performance Evaluations for Classified Employees
Effective July 1, 2010

Effective July 1, 2010, the District will exercise its right to conduct performance evaluations for Classified employees who have more than five (5) years of service per Article 14.3.3 of the Local 1 Agreement. This will also satisfy a request identified by the Accreditation Review Team of 2008-2009.

The LMC Business Office will create a schedule of all Classified employees' evaluations every three years for an evaluation period of six months beyond their regularly scheduled performance evaluations during initial employment as indicated in 14.3.3 of the Local 1 Agreement. Classified employees' performance evaluations will be staggered so that all managers will conduct an equal number of evaluations over a three year period.

Performance Evaluation Process

At the beginning of the six-month performance evaluation period, the manager will issue a notice to the Classified employee to be evaluated, with a copy submitted to the employee's personnel file. The LMC Business Office will develop a standard performance evaluation notice.

After confirming the above information with their supervisor, the manager will then meet with the employee to discuss the following:

- The criteria against which the employee will be evaluated.
- Specific goals that the employee should address in order to achieve a good evaluation.
- Specific issues that the employee should address that have been noted as needing improvement from the past.

The manager will conduct a mid-point meeting at the end of the 3rd month with the employee to discuss the employee's performance and what changes are needed, if any, to ensure a good evaluation.

The manager will prepare the performance evaluation at the end of the six-month period, review the performance evaluation with his/her manager, and present the performance evaluation to the employee. The employee will be asked to sign the appraisal and receive a copy. One copy will be filed in the employee's personnel file, and the original maintained by the supervisor.

Local 1 Agreement - Article 14 – Evaluation

- 14.1 GOAL: The basic goal of the employee evaluation process is to help each employee perform his/her present job more effectively to the mutual benefit of the individual and the District.
- 14.2 OBJECTIVES OF EVALUATION SYSTEM: The evaluation system for classified employees shall have four primary objectives:
- 14.2.1 To provide a means of evaluating each employee's performance in the specific context of his/her job.
 - 14.2.2 To determine individual needs for improvement and development.
 - 14.2.3 To secure continuing communication of individual development.
 - 14.2.4 To provide a basis for giving recognition for praiseworthy service.
- 14.3 PROCEDURE: The immediate supervisor and appropriate manager have the major responsibility for the evaluation of classified personnel under their supervision.
- 14.3.1 Six Month Promotional Probationary Employees: Probationary promotional employees designated to serve a six (6) month probationary period shall be evaluated at the end of the second month, fourth month and fifth month during the regular probationary period, and during the eighth to tenth week if probation is extended for ninety days, and, in either case, more frequently if deemed advisable.
 - 14.3.2 One Year Probationary Employees: Probationary employees designated to serve a one (1) year probationary period shall be evaluated at the end of the third month, sixth month, ninth month and the eleventh month during the probationary period, and more frequently if deemed advisable.
 - 14.3.3 Permanent Employees: Permanent employees having less than five (5) years of service shall be formally evaluated at least once annually, no later than during the month preceding their increment date anniversary, and may be evaluated more frequently for good cause upon proper notification. **Permanent employees having more than five (5) years of service may be formally evaluated upon proper notice. Proper notice shall be defined as the employee receiving a written notice from the District that the employee will be evaluated.**