



CSEA Bargaining Unit Employee Evaluation (Article 21)

EMPLOYEE NAME	POSITION NO.	LOCATION NAME <input type="checkbox"/> DO/District Operations <input type="checkbox"/> FCC <input type="checkbox"/> RC <input type="checkbox"/> MC <input type="checkbox"/> CCC <input type="checkbox"/> OC		
POSITION TITLE	SUP/EVALUATOR	IF UNSCHEDULED REPORT CHECK HERE <input type="checkbox"/>	DUE DATE	DATE OF EVALUATION

SECTION A - Factor Check List.
Immediate Supervisor must check each factor in the appropriate column.

a. Does Not Apply			
b. Exceeds Standards			
c. Meets Standards			
d. Needs Improvement			
e. Fails to Meet Standards			
	1. Observance of Work Hours		
	2. Attendance		
	3. Uses Chain of Command		
	4. Compliance with Rules		
	5. Safety Practices		
	6. Public Contacts		
	7. Student Contacts		
	8. Employee Contacts		
	9. Knowledge of Work		
	10. Work Judgments		
	11. Planning and Organizing		
	12. Job Skill Level		
	13. Quality of Work		
	14. Volume of Acceptable Work		
	15. Meeting Deadlines		
	16. Accepts Responsibility		
	17. Accepts Direction		
	18. Accepts Change		
	19. Effectiveness Under Stress		
	20. Appearance of Work Station		
	21. Operation and Care of Equipment		
	22. Work Coordination		
	23. Initiative		
	ADDITIONAL FACTORS		

SECTION D Record specific work performance **NEEDING IMPROVEMENT**.
(*Explain 'Needs Improvement' marks under Section A*)

SECTION E Record specific work performance **DEFICIENCIES** or job behavior requiring improvement or correction. (*Explain 'Fails to Meet Standards' marks under Section A*)

SECTION F Record specific **GOALS** or **IMPROVEMENT PROGRAMS** to be undertaken during next evaluation period.

Important Information

- Markings and comments shall be typed or in ink.
- If space for comments is inadequate, a similarly dated and signed attachment may be made (either type-written or in ink).
- **Prior to meeting with the employee, the supervisor/rater shall have the evaluation reviewed and signed by the next higher level of administration.**
- The rater shall then review the rating with the employee in a private interview.
- Changes and corrections shall be initialed by the employee.
- All signatures shall be in ink.
- Both the rater and the employee shall date and sign the report. The employee's signature indicates that the conference has been held and that he/she had an opportunity to read the report. If he/she refuses to sign for any reason, explain that his/her signature does not necessarily imply or indicate agreement with the report. Further refusal to sign shall be recorded on the report, after which it shall be forwarded for inclusion in the employee's official personnel file.

SECTION B Record job **STRENGTHS** and **SUPERIOR** performance incidents. (*Explain 'Exceeds Standards' marks under Section A*)

SECTION C Record **PROGRESS ACHIEVED** in attaining previous set goals for improved work performance, for personal, or job related qualifications.

1. SUPERVISOR/EVALUATOR:

- A) Recommend employee be granted permanent status Yes No
 B) Recommend Alternate Series Promotion Yes No
Attach justification for Alternate Series Promotion

SUMMARY EVALUATION – Check overall performance

Exceeds Standards Meets Standards Needs Improvement Fails to Meet Standards

Supervisor/Evaluator _____ Title _____ Date _____

2. REVIEWED BY RATER'S SUPERVISOR: (*Prior to meeting with employee*)

Rater's Supervisor _____ Title _____ Date _____

3. EMPLOYEE:

I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement and that I have five (5) business days in which to respond.

Employee's Signature _____ Date _____

PERFORMANCE EVALUATION REPORT FORM FOR CSEA BARGAINING UNIT EMPLOYEES

Evaluation Procedures:

- SECTION A:
 - Check (X) one column for each factor;
 - Column (a) may be checked when a factor is not considered applicable to a particular job.
 - Additional spaces have been provided to write any additional factor.
- SECTION B: Give specific reasons for check marks in Column (b) Exceeds Standards.
- SECTION C: Record progress or improvements in the performance resulting from employee's efforts to reach previously set goals.
- SECTION D: Give specific reasons for check marks in Column (d) Needs Improvement.
- SECTION E: Give specific reasons for check marks in Column (e) Fails to Meet Standards.
 - Record specific reasons why probationary employee should not be recommended for permanent status.
 - For permanent employee, record any specific reasons for required improvement.
- SECTION F: Record agreed-upon or prescribed performance goals for the next evaluation period.

- SUMMARY EVALUATION: Check the overall performance here, taking into account all factors and total performance over full period of service being evaluated.
 - **FAILS TO MEET STANDARDS:** Performance clearly inadequate in one or more critical factors as explained or documented in Section E. Total performance periodically or regularly falls short of normal standards. The critical factors differ based on position and are at the discretion of the manager.
 - **NEEDS IMPROVEMENT:** Performance not consistently competent in all critical factors. The critical factors differ based on position and are at the discretion of the manager.
 - **MEETS STANDARDS:** Consistently competent performance meeting or exceeding standards in all critical factors for the position. If margin is narrow and standards barely met, explain in Section D. The critical factors differ based on position and are at the discretion of the manager.
 - **EXCEEDS STANDARDS:** Total performance is well above normal standards for the position. This evaluation should be reflected by marks for critical factors in Section A, and superior or excellent performance must be noted in Section B. The critical factors differ based on position and are at the discretion of the manager.

- **APPEAL: Evaluation reports express the judgment and opinions of the supervisory authority, and as such are not subject to appeal.**

Important Information:

- **Due dates** shall be observed and are **particularly important for probationary reports.**
- **All probationary employees shall be evaluated by the end of the fourth month of service** as per the CSEA agreement. Probationary employees may be separated (or demoted, if permanent in a lesser class) at any time such action is deemed necessary by the president or immediate supervisor through use of either a scheduled or an unscheduled performance evaluation report.
- A permanent classified employee who has been promoted or transferred to a class in which the employee has not previously completed a probationary period shall be considered probationary in that class and shall serve a new probationary period as outlined in the Personnel Commission Rules. At any time during the probationary period, the employee may be returned to a former class.
- All permanent classified employees shall be evaluated per the CSEA agreement as of the employee's employment date. Permanent classified employees may also be separated or demoted, provided that all District procedures are observed.
- Per CSEA agreement Article 33, Section 3, any employee whose overall rating on his/her evaluation is less than "effective-meets standards" will not be allowed to advance on the salary schedule nor receive any longevity increments. "An employee receiving less than 'meets standards' on their evaluation and who will subsequently be denied their step/longevity increase, may request a review of their evaluation by the Associate Vice Chancellor, Human Resources. The employee shall have the right of representation."
- Unscheduled reports may be filed at any time for either permanent or probationary employee if such action is warranted.
- All performance evaluation reports in an employee's official personnel file are subject to review by managers whenever an employee has applied for transfer or promotion.