

CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-4217
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PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED EMPLOYEES

Administration of Performance Evaluation Plan

1. The Personnel Officer shall administer the performance evaluation system for probationary and permanent classified employees in accordance with the provisions of this rule.
2. The Vice President-Business and Personnel Officer shall cooperate in providing instructions for all supervisory personnel required to make performance evaluations.

Performance Evaluation Forms

1. "Performance Evaluation for Probationary Classified Employees," is designated as the form upon which classified employees shall be evaluated during their probationary period.
2. "Performance Evaluation for Permanent Classified Employees," is designated as form upon which evaluation shall be made for all permanent classified employees.

Instructions for Performance Evaluation

1. Performance evaluations shall be made for:
 - a. Probationary employees - prior to the sixth month and thirty days prior to the end of probationary period.
 - b. Permanent employees - evaluated once each year prior to the employee's anniversary date.
2. Supervisors may make additional performance evaluations for permanent employees at any time.
3. Supervisors may omit probationary performance evaluation ratings for an employee who:
 - a. Has permanent status in the classified service.
 - b. Is occupying a position reclassified to another class.

- c. Occupied the same position prior to the reclassification action and, while occupying the position.
- d. Received a performance evaluation during the year preceding the effective date of the reclassification action.

If the probationary performance evaluation ratings are omitted, the supervisor must submit to the Personnel Office a recommendation as to whether or not the employee should become permanent in the class.

- 4. Performance evaluations shall be made by those persons who are immediately responsible for the employee's work. The evaluator either oversees, reviews, and checks the daily work performance of the employee being evaluated, or is the one who is most closely acquainted with the employee's daily work performance. Work performance of permanent employees shall be evaluated by each supervisor under whom the employee has worked for ninety (90) days during the performance evaluation period.
- 5. Instructions and steps to be followed and factors to be evaluated by supervisors in completing Performance Evaluation Forms are described on the reverse side of the forms.
- 6. An individual evaluation conference shall be held with each employee at which an explanation shall be given for:
 - a. The reasons for performance evaluation.
 - b. Job content.
 - c. The kind of work performance expected.
 - d. The basis for the evaluation given.
 - e. Areas where work performance may be improved.
- 7. Review of the performance evaluation by the next higher level of administrative authority is optional. Any comments made by the reviewer shall be signed and shown to the supervisor who made the evaluation and to the employee.
- 8. A supervisor who believes that an employee's work performance has been exceptional, may forward a letter to the Personnel Office on this matter. The outstanding work performance described may have occurred on a day-to-day basis or in an unusually difficult and/or emergency situation. Employees shall be provided a copy of any written comments made by the reviewer.

The steps to be followed by supervisors in completing the evaluation form and the factors to be discussed are described on the reverse side of the form.

9. Definitions of Evaluation Columns

a. Performance Evaluation for Permanent Classified Employees:

- (1) Below Work Performance Standards - A check in this column indicates that the employee's work must improve to meet the standard and serves as a guide to the employees for concentration of effort to bring work performance up to the work standards. A check in this column is not to be construed as a "Notice of Unsatisfactory Service" nor as a disciplinary action. The supervisor should be sure to define clearly the performance standards he is applying.
- (2) Meets or Exceeds Work Performance Standards - A check in this column indicates that the employee's work clearly and consistently meets or exceeds the work standards and that his/her services are satisfactory or better.

b. Performance Evaluation for Probationary Classified Employees:

- (1) Exceeds Work Performance Standards - A check in this column indicates that the employee's work is better than satisfactory. If there are a number of checks in this column, the supervisor should consider giving a Notice of Outstanding Work Performance.
- (2) Meets Work Performance Standards - A check in this column indicates that the employee's work is definitely and consistently satisfactory.
- (3) Below Work Performance Standards - Persons evaluated in this category usually require additional training and closer supervision in order to meet fully the established work standards. The employee should understand that his/her work is not considered unsatisfactory, but that additional effort on his/her part, along with more help on the part of his/her supervisor, will probably be required to bring his/her performance to a completely acceptable and satisfactory level. Continued failure to show improvement may lead to preparation of a Notice of Unsatisfactory Service.

10. Classification of Position

The employee and the supervisor should compare the duties of the employee with the typical duties of the employee's class as listed in the current class description. If either feels that the employee spends an appreciable portion of his/her time performing duties inappropriate to his/her class, he/she should check "no", and attach a statement giving his/her reasons. In classes where the use of a particular skill is the primary basis for classification, the lack of use of that skill is sufficient reason to check "no" (for example, a person working as a Clerk-Stenographer is not properly classified if she/he never takes dictation, even if all her/his other duties are appropriate to the class.) If either the employee or the supervisor checks "no", the evaluation form, with a copy, should be sent to the Vice President-Business.

11. Review of Performance Evaluation

Employees and evaluators are encouraged to arrive at a mutual understanding and acceptance of the evaluation during the conference. If the employee feels that the evaluation is improper, he/she may go to the evaluator's immediate supervisor to resolve differences. No regular employee shall be denied this privilege. If a permanent classified employee who has received one or more checks in the "Below Work Performance Standards" column remains dissatisfied, the Grievance Procedure may be used.

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