

ARTICLE 13: PERFORMANCE EVALUATION PROCEDURES

13.1 PERFORMANCE EVALUATION. The purpose of an evaluation shall be to provide constructive feedback that will assist unit members with continuous improvement of performance in line with DISTRICT expectations and performance standards. ~~The term “evaluation” as used in Section 2 through 9 of this Article means a formal written evaluation on the appropriate form prescribed by the DISTRICT. (Appendix C)~~

13.1.1 PERFORMANCE EVALUATION FORM. The performance evaluation shall be submitted by using the “Employee Performance Evaluation” form (accessible via the District’s intranet) and for reference purposes, a copy of the Employee Performance Evaluation form is located in Appendix **(insert)**.

13.1.2 PERFORMANCE EVALUATION EVALUATOR. The evaluator shall be the unit member’s immediate supervisor unless otherwise designated by the DISTRICT; However, the evaluator shall only be **a person holding the rank of Sergeant or above** ~~San Bernardino Community College District management.~~

13.2 PERFORMANCE EVALUATION – FREQUENCY.

13.2.1 PERMANENT UNIT MEMBERS. ~~The~~ DISTRICT shall evaluate **all permanent** unit members ~~on permanent status~~ once every ~~two (2)~~ years during **their anniversary** the month of ~~April~~ (for purposes of this Article, “anniversary month” shall mean the month the unit member started in their current classification), except in emergency circumstances as defined in Article 2 (Management Rights) or when the unit member is on leave. ~~The annual evaluation for unit members obtaining permanent status prior to January 1, will be conducted in the current school year. The annual evaluation for unit members obtaining permanent status subsequent to January 1, will be conducted in the following school year.~~

13.2.2 PROBATIONARY UNIT MEMBERS. ~~Effective July 1, 2010,~~ ~~p~~Per Post POST Requirements, every College Police Officer employed by the DISTRICT shall be required to serve in a probationary status for twelve (12) months from the date appointed to the position. **Probationary** ~~Unit members on probationary status~~ shall be evaluated no less than two (2) times during the probationary period as follows:

- a. Unit members required to take part in the 16-week Field Training Officer (FTO) Program shall be evaluated on or about the ~~third (3rd)~~ sixth (6th) and the ninth (9th) month from ~~the initial date of hire~~ during **their anniversary month; or**

- b. Unit members who are not required to take part in the 16-week FTO program shall be evaluated on or about the fourth (4th) and the eighth (8th) month from their anniversary month.

13.2.3 The DISTRICT retains its prerogative to make additional evaluations as it deems necessary.

~~Effective July 1, 2010, per Post Requirements, every College Police Officer employed by the DISTRICT shall be required to serve in a probationary status for twelve (12) months from the date appointed to the position. (moved to 13.2.2)~~

~~13.2 The evaluator shall be the unit member's immediate supervisor, unless otherwise designated by the DISTRICT. However, the evaluator shall only be San Bernardino Community College District management. (moved to 13.1.2)~~

13.3 PERFORMANCE EVALUATION – TIMELINE AND COMPONENTS. The comprehensive performance evaluation for unit members shall be comprised of the following two (2) distinct components:

- a. **UNIT MEMBER SELF-ASSESSMENT.** As part of the performance evaluation process, each unit member shall complete the self-assessment portion of the “Employee Performance Evaluation” form (accessible via the District’s intranet) during the month prior to their anniversary month. The self-evaluation shall be shared with the evaluator and will become part of the evaluation report: and
- b. **EVALUATOR’S EVALUATION.** As part of the performance evaluation process, the evaluator shall prepare the unit member’s performance evaluation by completing the “Employee Performance Evaluation” form (accessible via the District’s intranet). In the event, the overall performance evaluation rating is “Performance Needs Improvement” or “Unsatisfactory Performance” the evaluator, in consultation with the Office of Human Resources shall develop a written Performance Improvement Plan (PIP).

13.4 PERFORMANCE EVALUATION – CONFERENCE. The evaluator shall meet with the unit member and shall discuss and review the performance evaluation form.

In the event, the overall performance evaluation rating is “Performance Needs Improvement” or “Unsatisfactory Performance” the evaluator, in consultation with the Office of Human Resources shall develop a written Performance Improvement Plan (PIP). The written PIP shall include an explanation of the reason(s) for such deficiencies specified in the “Employee Performance Evaluation” form and assist the unit member in making improvements. Expectations shall be outlined and discussed with the unit member to give an opportunity for improvement. The unit member’s performance must be reviewed within sixty (60) days to document the unit member’s progress, including any recommendations for continued success.

13.5 PERFORMANCE EVALUATION – EMPLOYEE ACKNOWLEDGMENT AND RESPONSE.

A unit member may acknowledge that they have received the performance evaluation by electronically signing and dating the evaluation; however, the unit member's electronic signature does not reflect either agreement or disagreement with the performance evaluation. In the event, that the unit member does not electronically sign the performance evaluation, the evaluator shall state on the performance evaluation form that the unit member refused to sign and shall identify the date on which they discussed and reviewed the performance evaluation with the unit member.

A unit member shall be provided thirty (30) calendar days to provide a written response and/or documentation to the performance evaluation. A unit member's written response and/or documentation shall be filed in accordance with the District's online performance evaluation system and shall become part of the unit member's personnel file.

~~The evaluation shall be signed by the evaluator and the unit member being evaluated. The unit member's signature signifies only that the unit member has read the document, has been given a copy, and has been given the opportunity of attaching a written response which shall become part of the permanent record. Unit members have thirty (30) calendar days to file a written response to their evaluation.~~

~~13.6 No evaluation of a unit member shall be placed in the unit member's personnel file without an opportunity for discussion between the unit member and the evaluator. A negative evaluation rating of 1 or 2 shall include specific recommendations for improvement. The unit member shall have the right to review any evaluation during working hours provided that such reviews are limited to a reasonable period or periods of time. (modified and moved to 13.5)~~

~~13.7 The DISTRICT retains its prerogative to make additional evaluations as it deems necessary. (moved to 13.2.3)~~

13.8 The substance of any evaluation, including the observations, opinions, and conclusions of the evaluator, shall not be subject to the grievance procedure. The evaluation procedure as provided hereinabove shall be grievable.

~~13.9 An official file of evaluation reports shall be maintained in the District Human Resources Office. Evaluation reports shall not be used in a disciplinary action against a bargaining unit member if the evaluation report was dated two (2) years preceding the aforementioned disciplinary action or was dated during a permanent bargaining unit member's probationary period.~~