

- 10.8.1 Job restructuring: Re-allocating or re-distributing nonessential, marginal job functions.
- 10.8.2 Part-time or modified work schedule: flexible or adjusted work schedules. The salary of an employee who works a part-time schedule shall be pro-rated.
- 10.8.3 Reassignment to a lateral position should be considered when accommodation within an employee's current position would pose an undue hardship to the District. Such a transfer, in the absence of disciplinary action, shall be voluntary.
- 10.8.4 Equipment: Acquisition or modification of equipment, furniture, or devices that would not impose an undue financial hardship on the District.
- 10.8.5 Other reasonable accommodations that do not place the District at unreasonable financial hardship and still allow the employee to perform his or her job.
- 10.8.6 The District has adopted a Return-to-Work Program for on-the-job injuries.

**ARTICLE 11
EVALUATION PROCEDURES**

- 11.1 Each permanent employee shall have a formal written evaluation at least once in each two-year period of service. The evaluation shall be made on the Classified Performance Evaluation Form. The evaluator shall be the employee's immediate supervisor unless a different evaluator is designated by the appropriate manager. Each employee shall be evaluated in the 10th, 15th, and 20th year of service in order to determine eligibility for a longevity step as provided by ARTICLE 3, SALARY, paragraph 3.5, inclusive.
 - 11.1.1 The evaluation shall be based upon the evaluator's observations of the employee's job performance as well as the other criteria contained on the Classified Performance Evaluation Form.
 - 11.1.2 Employees have the option to submit a Self-Evaluation Component that outlines their view of their performance factors as outlined in the Classified Performance Evaluation Form. This portion of the evaluation will give the employees a chance to self-identify strengths, weaknesses, training needs, and/or professional development needs. The Self-Evaluation Component must be submitted to the evaluator at least five (5) days prior to the evaluation meeting.
 - 11.1.3 Nothing contained in this Article shall preclude the District from initiating an off cycle evaluation.
 - 11.1.4 In the event a permanent employee's overall evaluation rates the employee's performance lower than "Meets Expectations," the evaluator shall describe the specific area or areas of less than satisfactory performance either in the evaluation or in a separate document.
 - 11.1.4.1 Following the employee's receipt of the evaluation, the evaluator shall meet with the employee or, if requested by the employee, with the employee and a representative and shall make specific recommendations as to the areas of improvement in the employee's performance.
 - 11.1.4.2 The employee and evaluator shall develop a Plan of Improvement that is designed to alleviate the identified performance deficiencies. The Plan shall include:

- A statement of expectations for the employee related to each area of performance that was rated less than satisfactory;
- A listing of operational activities designed to remediate the identified deficiencies and any time line or time lines related to the activities;
- A statement of measures of assistance and/or resources that will be provided to the employee as a part of the Plan; and
- A schedule of observations and/or conferences to monitor and evaluate the employee's progress toward achievement of the Plan.

11.1.4.3 If subsequent improvements sufficiently modify the employee's performance and identified deficiencies to the satisfaction of the evaluator, notification to that effect shall be attached to the evaluation.

11.1.4.4 If the level of improvement is not sufficiently improved according to the Plan of Improvement then the Supervisor will then begin disciplinary action per Article 13. Along with the disciplinary action a revised Plan of Improvement will be completed per 11.1.4.2.

11.2 The goal of the evaluation process for probationary employees is that each employee should be able to successfully complete the probationary period and to achieve permanent status. To that end, each probationary employee should be evaluated twice during the probationary period, with the initial evaluation being made at approximately 3 months and the second evaluation at approximately 6 months of service. Evaluations shall be made on the regular Classified Performance Evaluation Form and shall be based upon the employee's job performance as well as the other criteria on the Form. Probationary employees have the right to request these evaluations for the above timelines.

11.2.1 The evaluation of a probationary employee should set forth any area or areas of performance that the evaluator determines should be enhanced in order for the employee to successfully complete the probation period. In addition, the evaluator should direct or recommend methods and/or means by which the employee's job performance may be improved.

11.2.2 It is understood and agreed that a probationary employee may be separated from employment at any time during the probation period at the District's discretion. In most cases, a probationary employee should receive at least one written evaluation prior to separation from employment. If the District determines that a probationary employee is to be separated from employment and the employee has not received at least one written evaluation, the District will notify the Exclusive Representative of the affected employee's name and work assignment.

11.2.3 Employees who are promoted into a new position will have a sixty (60) day trial period. The employee must be evaluated at least one time during the trial period. If the evaluation was an overall ranking of Needs Improvement or Unsatisfactory, then they can retreat to their previously held position.

11.3 Prior to placing an evaluation in an employee's file, the employee and the evaluator shall meet to review and discuss the evaluation and any material that is to be incorporated into the file. The evaluation shall be signed by the employee, the evaluator, and appropriate manager. The

employee's signature denotes solely that a review of the evaluation has taken place. The employee shall receive a copy of the evaluation and may attach a written statement within 10 days of the meeting. The employee's evaluation, along with any written comments of the employee, shall be placed in the personnel file.

- 11.4 If the employee disagrees with the evaluation, the employee may request a review by the Vice President of Human Resources and Labor Relations. The Vice President's decision shall be in Writing, shall be attached to the employee's evaluation, and shall be final.
- 11.5 While a grievance may be filed alleging a violation of the procedural steps of this Article, no grievance may be filed or considered regarding the contents of a written evaluation.

ARTICLE 12 PERSONNEL FILES

- 12.1 Materials in District personnel files, which may serve as a basis for affecting an employee's employment status shall be available for inspection by the employee or by a representative designated in writing by the employee. Ratings, reports, or records which were obtained prior to the employment of the employee or as otherwise excluded by law shall be excluded from review by the employee or the employee's representative.
 - 12.1.1 An employee may inspect the personnel file upon request, provided that the request and the inspection are made at a time when the employee is not required to render service to the District.
 - 12.1.2 The Human Resources Office shall maintain a log that indicates the name of any person who has examined a personnel file, as well as the date of any examination.
- 12.2 Information of a derogatory nature, except information contained in an employee's evaluation and information excluded from review by the employee pursuant to paragraph 11.1, shall not be entered or filed in the employee's personnel file, unless and until the employee is given notice and the opportunity to review and comments thereon. With regard to the placement of an adverse comment or comments in the personnel file of an employee who is employed as a Campus Police Officer, the process is set forth in the Public Safety Officers Procedural Bill of Rights Act (Government Code § 3300 through 3311).
 - 12.2.1 The review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction.
 - 12.2.2 An employee shall have the right to enter and have attached to any derogatory statement, the employee's own comments thereon within 10 days of notification.
- 12.3 The contents of an employee's personnel file shall be kept in the strictest confidence pursuant to the appropriate provisions of the Education Code and the Government Code.
- 12.4 While a grievance may be filed or considered regarding a violation of the procedural steps of this Article, the substance of materials contained in any personnel file shall not be subject to the grievance procedure.