

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

LAW AND RULES

702
January 10, 1985

702 PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED
EMPLOYEES

Education Code Section 88081

88081. Subjects of Rules. (a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, job analyses and specifications, performance evaluations, public advertisement of examinations, and any other matters necessary to carry out the provisions and purposes of this article. (b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.

The performance of all probationary and permanent classified employees shall be evaluated on the basis of merit and fitness and shall assure the efficiency of the classified service.

It is recognized that performance evaluation procedures are a subject within the scope of representation. The following procedures shall apply to unrepresented probationary and permanent classified employees only. Employees in classes assigned to a recognized unit should refer to the negotiated agreement for that unit to obtain information about the performance evaluation procedures that apply to them.

A. Administration of Performance Evaluation Plan

1. The Personnel Services Division shall administer the performance evaluation system for probationary and permanent classified employees in accordance with the provisions of this Rule.

CHANGES:

Adds topical heading to code section.

Remove: April 13, 1981, Page 1 of 4

Add: January 10, 1985, Page 1 of 4

PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED
EMPLOYEES

702
Page 1 of 4

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

702

LAW AND RULES

January 10, 1985

2. The Personnel Services Division shall provide instructions for all supervisory personnel required to make performance evaluations.

B. Performance Evaluation Forms

The Personnel Services Division shall distribute the appropriate performance evaluation forms for the evaluation of probationary and permanent classified employees.

C. Instructions for Performance Evaluation

1. Performance evaluations shall be made for:
 - a. Probationary employees in executive and administrative classes, as defined in Rule 596, OVERTIME, Paragraph G, during the fourth and ninth months of their probationary period.
 - b. Probationary employees in classes other than executive and administrative during the second and fourth months of their probationary period.
 - c. Permanent employees during the period of May 1 through June 30, for the preceding year.
2. Supervisors may make additional performance evaluations for permanent employees at any time.
3. 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. The performance evaluation made by such a first-line supervisor may be supplemented by a separate evaluation by a technical specialist who exercises functional supervision, when such an evaluation appears to be desirable. The work performance of permanent employees shall be evaluated by each supervisor under whom the employee has worked for 90 working days during the performance evaluation period.

CHANGES:

Adds title of Rule 596 in Paragraph C.

Remove: April 13, 1981, Page 2 of 4

Add: January 10, 1985, Page 2 of 4

PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED
EMPLOYEES

702

Page 2 of 4

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

702

LAW AND RULES

January 10, 1985

4. Steps to be followed and factors to be evaluated by supervisors in completing performance evaluation forms shall be described on the form or supplements thereto.
5. 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.
6. 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.
7. A supervisor who believes that an employee's work performance has been noteworthy should complete a "Notice of Outstanding Work Performance." The outstanding work performance described may have occurred on a day-to-day basis or in an unusually difficult and/or emergency situation. All Notices of Outstanding Work Performance shall be reviewed and signed by the employee's college president or division head. Employees shall be provided a copy of any written comments made by the reviewer.
8. 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 time performing duties inappropriate to the class, a statement giving the reasons shall be attached to the form. 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 question the classification (for example, a person working as a Clerk-Stenographer is not properly classified if never required to take dictation, even if all the other duties are appropriate to the class). Copies of the performance evaluation form and the attached statement should be sent to the division head or college president for review, signature, and forwarding to both the Personnel Services Division and the Personnel Commission.

CHANGES:

No substantive change in text this page.

Remove: April 13, 1981, Page 3 of 4

Add: January 10, 1985, Page 3 of 4

PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED
EMPLOYEES

702

Page 3 of 4

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

702

LAW AND RULES

January 10, 1985

9. 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 been evaluated as not meeting work performance standards in one or more areas remains dissatisfied, Rule 893, PROCEDURE FOR THE ADJUSTMENT OR GRIEVANCES OF CLASSIFIED PERSONNEL may be used.

CHANGES:

No Substantive changes.

Remove: April 13, 1981, Page 4 of 4

Add: January 10, 1985, Page 4 of 4

PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED
EMPLOYEES

702

Page 4 of 4