NEGOTIATED AGREEMENT

SANTA CLARITA COMMUNITY COLLEGE DISTRICT AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 725

July 1, 2011 – June 30, 2014

Available on the Intranet to District Employees at:
http://www.canyons.edu:8081/offices/csea/


**ARTICLE 13: EVALUATIONS**

A. Probationary Unit Members

1. A written evaluation shall be made by the unit member’s supervisor during the third, sixth and twelfth months of probationary service. Additional evaluations may occur as often as necessary.

2. Recommendations for improvement, retention and granting permanent status shall be included on the evaluation form.

B. Permanent Unit Members

For the purpose of improving job performance, unit members will be evaluated by their supervisors at least once annually prior to their employment date.

C. Regular Unit Members

1. Evaluations shall be made from documented knowledge and/or observations by the unit member’s supervisor.

   a. See Appendix C for the approved evaluation form.

2. Self evaluations are optional. Self evaluations are to be completed prior to the evaluation meeting with the supervisor and retained by the unit member until the evaluation meeting. Self evaluations will not be the basis of the official unit member’s evaluation prepared by the supervisor in Appendix A. Failure to complete the self evaluation will not lead to reprisals.

3. Any evaluation that indicates a less than satisfactory performance shall include recommendations for improvement provided by the supervisor.

4. The unit member’s supervisor will discuss the evaluation with the member. This meeting shall be conducted with an expectation of privacy. Both the member and supervisor will sign the evaluation form. A copy of the evaluation form will be given to the member. The signature of the member on the evaluation does not signify the member's agreement with the evaluation.

5. Unit members may attach a written response, to the evaluation in accordance with Article 11.

6. A grievance may be filed by a unit member based on an alleged procedural violation of this article including the following: missed time limits, absence of recommendations for improvement, or failure to give a copy of the evaluation to the unit member. The contents of the performance evaluation, or self evaluation, are not subject to Article 16, Grievance Procedure.