

35 expectations or needs improvement in performance, the District shall evaluate him
36 or her at the frequency of a unit member who just completed any applicable
37 probationary period above.

38 16.3 Evaluator. The evaluator shall be the unit member's immediate supervisor, unless
39 otherwise designated by the District.

40 16.4 Procedure.

41 A. In a timely manner, and prior to the initial evaluation, the evaluating supervisor
42 shall meet with a new employee to discuss, clarify, and complete the duties and
43 standards sections of the District PCC-CFT Performance Evaluation form.
44 Supervisor's comments and ratings sections shall not be completed until the initial
45 evaluation takes place.

46 B. The employee evaluation shall include a discussion between the employee and the
47 evaluator concerning all areas of the employee's work performance covered in the
48 evaluation form. Supervisor's comments and ratings shall be given at this time.
49 No evaluation form of a unit member shall be placed in the unit member's personnel
50 file without this discussion having occurred.

51 C. Any areas in which the employee's performance does not meet agreed-upon District
52 standards will be discussed, and goals for improved performance, and a time line
53 for such improvement, will be set. Any disciplinary action taken against a permanent
54 employee based on the contents of an evaluation shall not be initiated until the
55 employee has had the opportunity to meet these goals.

56 D. The evaluation form shall be signed by the evaluator and the unit member. The unit
57 member's signature signifies only that the unit member has read and discussed the
58 document with the evaluator, has been given a copy, and has been given the
59 opportunity of attaching a written response which shall become part of the
60 permanent record. A unit member has ten (10) working days to file a written

61 response to his/her evaluation. A unit member shall have the right to review any
62 evaluation in their personnel file during working hours, provided that such reviews
63 are limited to a reasonable period or periods of time.

64 16.5 Additional Evaluations. The District retains its prerogative to conduct additional
65 evaluations as it deems necessary. In a case where the employee's performance has not
66 met agreed-upon District standards, an additional unscheduled evaluation may be
67 conducted at a later date, at the discretion of the supervisor or at the request of the employee,
68 as part of the stated goals for improved performance. The supervisor or the employee
69 may request the Office of Human Resources to initiate such an unscheduled evaluation;
70 however, no more than one (1) evaluation shall be conducted in any two (2) month period.

71 16.6 Unsatisfactory Ratings. In the case of an evaluation in which an area or areas of the
72 employee's performance has not met agreed-upon standards, and where agreed-upon
73 goals for improved performance have not been met, the results may be the postponement
74 of the step increase and/or the service increment. In such cases, this denial may be
75 appealed to the appropriate administrator, whose decision shall be final. If the employee
76 subsequently believes that the concerns of the supervisor have been corrected, the
77 employee or the supervisor may request the Office of Human Resources to initiate an
78 unscheduled evaluation, as described in 16.5 above.

79 16.7 Grievance. The substance of any evaluation, including the observations, opinions, and
80 conclusions of the evaluator, shall not be subject to the grievance procedures.
81 The procedure as provided herein shall be subject to grievance.

82 Signed and entered into this 15th day of March, 2022.

83
84 FOR THE DISTRICT

85 
86 Robert Blizinski (Mar 18, 2022 10:45 PDT)


87 Robert S. Blizinski

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FOR PCC-CFT, Local 6525

85 
86 Julio Huerta (Mar 18, 2022 13:42 PDT)

87 Julio C. Huerta

88 
89 Ahrien T. Johnson (Mar 16, 2022 12:22 PDT)

Ahrien T. Johnson