

50 **Office of People, Culture, and Talent.**

51 **16.1 Derogatory Information**

52 Information or material of a derogatory or critical nature which has been received from others may
 53 not be **used or referenced in the evaluation unless (1) the employee has been provided an**
 54 **opportunity to respond and (2) the specific information or materials have used unless the**
 55 **specific issues specifically referenced in the evaluation unless the information has** been
 56 verified **through a fair and impartial review by to the satisfaction of by** the supervisor, in
 57 consultation with the Vice President of **People, Culture, and Talent, Human Resources**, and
 58 relates directly to the unit member's employment.

59 **16.2 Signature and Response to Evaluation**

60 The unit member's signature on the performance appraisal indicates only that the unit member has
 61 seen the report. The unit member may, within ~~ten~~ **twenty fifteen (1015) workingcalendar** days,
 62 respond in writing to an evaluation with which the unit member is not in agreement. This response
 63 shall be attached to the evaluation in question.

64 **16.3 Probationary Unit Members**

65 Probationary unit members are designated as permanent employees after serving a prescribed
 66 period of probation that shall not exceed six months or 130 days of paid service, whichever is longer.
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68 Probationary unit members shall be evaluated by their immediate supervisor on the following
 69 timeline:

- 70 1) First probationary evaluation at the end of the 2nd month;
- 71 2) Final probationary evaluation shall occur prior to the end of the 6th month; and
- 72 3) If needed, a supervisor may evaluate a probationary employee prior to the end of the 5th
 73 month.

74 All probationary and promoted employees, within the first five (5) workdays shall be provided with
 75 the following:

- 76 a. The name of the evaluating supervisor
- 77 b. The organizational chart
- 78 c. A copy of the assigned job description
- 79 d. Performance expectations per the evaluation categories listed in
 80 16.4.1.
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82 The above schedule does not prevent dismissal of such unit member at any time.
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84 A permanent employee who accepts a promotion is subject to a new probationary period in the new
 85 classification. If the permanent employee who accepted the promotion fails to complete the
 86 probationary period for that promotional classification, the unit member shall be employed in the
 87 classification from which the employee was promoted.

88 **16.4 Evaluation Categories**

- 89 1) Evaluation of the competence of unit members **under this program** shall include, **but**
 90 **shall not be limited to,** consideration of *knowledge of work, quality of work productivity,*
 91 *dependability, communication skills, initiative, interpersonal relations, professionalism and*
 92 *safety practices.* **In particular, the areas of communication skills, interpersonal**

relations, and professionalism shall reflect a unit members ability to serve and meet the needs of a diverse campus population in an equitable and inclusive manner.

2) Evaluation of the competence of unit members under this program shall include consideration of their ability to serve and meet the needs of a diverse campus population in an equitable and inclusive manner, however this component of the evaluation shall not be rated, used to justify any Development Plan, or influence or be used to support any final evaluation determination ~~however this component of the evaluation shall not be rated, used to justify any Development Plan, or influence or be used to support any final evaluation determination, however this component of the evaluation shall not be used to support a less than Standard evaluation.~~

3) Each rating other than *Standard* (below or above) requires an explanation in the *Comments* box beside the category. Each rating below Standard must be *based on issues discussed with the employee prior to the evaluation*, supported by a statement of facts in the *Comments* box, and accompanied by a separate *Development Plan*. The Supervisor should include information on staff member’s overall performance highlighting (1) areas of strengths; (2) areas for further development; (3) areas for improvements; and (4) areas where unique or extraordinary factors contribute to the evaluation.

4) Subsequently, one or more conferences shall be held with the unit member to assist the unit member in correcting deficiencies previously noted. A record of such conferences shall be prepared by the evaluator for the personnel file on the unit member and a copy submitted to the unit member. A finding of full remediation concludes the conference process; however, a finding of remaining deficiencies may constitute the basis for discipline.

~~5) The District and Federation agree that this article may be reopened during annual negotiations without either party using one of its designated re-openers.~~

ANTELOPE VALLEY COLLEGE FEDERATION
OF CLASSIFIED EMPLOYEES, LOCAL 4683

ANTELOPE VALLEY COLLEGE DISTRICT

