

1B The District agrees that it will comply with Education Code section 88003 as it applies to student workers. *(Revised June 2, 2004)*

1C Upon initial employment and each change in classification thereafter, each classified employee in the bargaining unit shall be furnished two (2) copies of his/her classification specification, salary data, assignment or work location, together with duty hours and prescribed workweek. One (1) copy shall be retained by the employee, one (1) copy shall be signed and dated by the employee and returned to the District Office of Human Resources (Education Code Section 88168). In addition, bargaining unit members assigned to more than one supervisor shall receive a specific statement regarding designation of the primary direct supervisor. *(Revised June 2, 2004)*

1D Employees are required to have chest X-rays or an approved Intradermal Tuberculin Test taken upon employment and every four (4) years thereafter.

1D1 The initial test must be paid for by the employee.

1D2 The District will compensate the employee for those tests in the following years where the charge has not been covered under the District health plan up to an amount equal to that charged by the Mobile Unit.

1E Cost of medical examinations other than tubercular, required by the District or by law shall be paid by the District upon prior approval of the Chancellor or designee.

2. Probationary Period *(Revised November 20, 1997)*

2A For new classified service employees the first twelve (12) months from date of employment is the probationary period.

2B A performance evaluation report shall be completed for each probationary employee by the immediate supervisor by the end of the third (3rd), sixth (6th), and eleventh (11th) months of continuous employment.

2B1 A monthly probationary report may be required if ratings have indicated unsatisfactory performance.

2B2 The supervisors are required to discuss the Performance Evaluation Report with each probationary employee, unless the employee is unavailable. The employee shall receive a signed, completed copy of the evaluation at the evaluation conference meeting or before the formal discussion.

2B3 The evaluation reports must be signed by the supervisor and should be signed by the employee.

2B3A If the employee refuses to sign the evaluation, that fact will be noted by the supervisor on the evaluation form. The supervisor shall immediately forward the form to the reviewer.

2B4 All evaluations shall be based on job related criteria and shall include specific recommendations for improvement, when appropriate. *(Revised June 21, 2000)*

2C Under normal circumstances, probationary employees, will be given two (2) weeks' notice of dismissal. But, when determined necessary by the Chancellor or designee, a probationary employee may be dismissed immediately.

2C1 Within five (5) working days of notice of dismissal a probationary employee may request an informal review with the Chancellor or designee to appeal his/her dismissal.

3. Permanent Employee Evaluation *(Revised November 10, 2011)*

3A Permanent employees will be evaluated annually, normally within one (1) month of the employee's anniversary date with the District, by the immediate supervisor and/or appropriate management personnel. No bargaining unit employee's performance shall be evaluated formally by another bargaining unit employee. *(Revised November 10, 2011)*

3A1 The supervisors are required to discuss the Performance Evaluation Report with each permanent employee. The employee shall receive a copy of the evaluation at or before the formal discussion. Employees will be provided release time during their normal workday to meet with their supervisor for the review of their evaluation. If release time during the normal workday is not feasible, the supervisor may schedule a time for review of the evaluation outside of the normal work hours and the employees shall be compensated for his/her time. *(Revised June 21, 2000)*

3A2 The evaluation reports must be signed by the supervisor and should be signed by the employee. The employee shall receive a copy at the evaluation conference meeting.

3A2A If the employee refuses to sign the evaluation, that fact will be noted by the supervisor on the evaluation form. The supervisor shall immediately forward the form to the reviewer.

3A3 All evaluations shall be based on job-related criteria and shall include specific recommendations for improvement and a plan of action for the employee to become successful in the areas marked less than satisfactory.

3B A performance evaluation shall be a summary of observed performance actions since the last evaluation by the immediate supervisor. A rating of unsatisfactory shall include specific information or documentation to support the rating. *(Revised June 21, 2000)*

3C The content of evaluations of permanent employees will not be subject to the grievance procedures as contained in **Article 16** of this Contract. Procedures of performance evaluations specified herein will be subject to the grievance procedures. *(Revised June 2, 2004)*

3D Additional Performance Evaluation Reports may be required at any time by the Chancellor or designee. The employee will be notified of any work deficiencies in advance of additional evaluation(s).

4. Transfer and Reassignment (Revised February 11, 2010)

4A A transfer is defined as a change of college, District Office or satellite location within the same classification. A reassignment is a change in the department, location or workstation within the same college, District Office or satellite location without a change in job classification. Transfers and reassignments may be either voluntary or involuntary.

4B A voluntary transfer must have the approval of the Chancellor/College President(s) or designee(s).

4B1 All vacancies will be posted electronically and noticed to employees groups via e-mail for at least five (5) working days. Voluntary transfer and reassignment request will be evaluated and prioritize prior to any in-house or outside applicants. Unit employees making a request for either a transfer or reassignment must do so formally on the appropriate form supplied by the District Human Resources Office. The following steps will be followed:

1. Candidates for transfer/reassignments will submit the Voluntary Transfer/Reassignment form to Human Resources within five working days of the position being posted.
2. Interviews for transfer/reassignments will be conducted by the receiving department supervisor.

4B2 Unit employees who have a valid transfer or reassignment request on file with the Human Resources Office will be considered with all in-house candidates for any vacancy in the same job classification.