

PROCESS FOR CLASSIFIED EVALUATIONS

Prepared by Christina Misner

Administrative Secretary, Administrative Services

Probationary classified employees:

- Personnel Commission representative hand delivers the form to the supervisor.
- Supervisor completes the form, reviews with employee, and has it signed by next level of authority.
- Since these are delivered by Personnel Commission, there is no tracking system for Administrative Secretary to know what has been given to supervisors and when it is due.
- After all the signatures have been obtained, Vice Presidents send the probationary evaluation to Administrative Secretary in Administrative Services. It is now added to her tracking log and to the log that Mr. Oester keeps which is a list of all employees both classified and faculty.
- Evaluations are sent to District.

Permanent Classified employees (Prior to July 1, 2008 when procedure was changed):

- Evaluations are due during the employees birthday month.
- Mr. Oester receives a list each month showing the classified employees who are due for evaluation.
- Mr. Oester forwards the list to his Administrative Secretary.
- Administrative Secretary prepares the heading of the evaluation form on evaluations for employees in AFT union, and sends to the supervisor as an e-mail attachment. The form used for most Plant Facilities employees and for supervisors differs from the AFT evaluation form because these employees are in a different union. This form does not allow the Administrative Secretary to prepare it in advance, save it, and forward to supervisor. Since it cannot be saved, the Administrative Secretary sends the supervisor an e-mail listing the names of employees that need to be evaluated for that month and attaches a blank evaluation form.
- Administrative Secretary keeps a tracking log and each month adds the names received from the District. The log shows when the form was sent to the supervisor, when it was received back, the dates of evaluation, and when the next evaluation is due. This is the tracking log mentioned above that Administrative Secretary also adds the probationary names to when completed probationary evaluation forms are sent to her.
- When the evaluations are returned to the Administrative Secretary, she updates the log showing the evaluations have been completed and Mr. Oester's log is updated. Administrative Secretary also keeps a third list that was used for the previous accreditation that shows all employees evaluated for the year and their division.
- Evaluations are sent to District.

Permanent Classified employees After July 1, 2008:

- Supervisors will be notified by District with continuous reminders until they inform the District that the evaluation is complete.
- When they are completed, evaluations will still be sent to the Administrative Secretary in Administrative Services so that we can continue to track and log the completion of classified evaluations as detailed above.
- Evaluations will then be sent to District.