

AP 7150 EVALUATION

References:

ACCJC Accreditation Standard III.A.5 (formerly III.A.1.b)

The District assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals. The District establishes written criteria for evaluating all personnel. The evaluation process assesses the effectiveness of personnel and encourages improvement. Actions taken following evaluations are formal, timely and documented.

The Human Resources Department maintains current forms and procedures for evaluation. These forms and processes are maintained on the Human Resources website. Further information regarding evaluation of represented employees can be found in the respective collective bargaining agreements.

Management employees will be evaluated annually or more frequently at the discretion of the District. Step advancement on the management salary schedule is not automatic and is based on serving a minimum of one year in the position, merit as determined by the annual employee evaluation, and upon recommendation of the President/Superintendent. Step advancements are granted on the first day of the month immediately following the anniversary date of hire or promotion if the employee received an evaluation of satisfactory or better.

Supervisory and Confidential employees will be evaluated annually after successfully completing a one-year probationary period or more frequently at the discretion of the District.

See also BP 7150 titled Evaluation.

Office of Primary Responsibility: Human Resources

Date Approved: May 17, 2016

Date Revised: November 13, 2018