

Human Resources

AP 7150 EVALUATION**References:**

ACCJC Accreditation Standard III.A.5

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 and employee portal. 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 shall be granted on July 1 on the condition that the employee receives a satisfactory performance evaluation.

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

See also BP 7150 Evaluation.

Office of Primary Responsibility: Human Resources

Date Adopted: May 17, 2016

Date Reviewed/Revised: November 13, 2018

Date Revised: March 14, 2023