Employee Handbook
Evaluation of Job Performance

The Board recognizes the educational process is extremely complex and that appraisal of the process is a difficult function. It recognizes that sound appraisal of an individual's professional performance is critical in achieving the educational goals of the college.

The college director will develop procedures for conducting evaluations which will assess each employee’s proficiency in performing the duties assigned. Such procedures shall meet the following guidelines:

- Employees will be informed concerning who will evaluate them.
- All evaluation standards and criteria shall be given in writing to faculty and shall be communicated and discussed by the person being evaluated and the evaluator prior to and during the course of the evaluation.
- Evaluation shall include consideration of input from supervisors and subordinates.
- Student evaluation of instruction will be considered in the evaluation of teaching faculty.
- A formal evaluation conference shall be held at least once during each provisional contract. Thereafter, formal evaluation conferences shall be held on a regular basis. A written report of the conference will be provided to the employee.
- The evaluation report will include the following:
  - Specific information about the strengths and weaknesses in the performance of the staff member.
  - Documentation identifying when a direct observation was made.
  - Identification of all data sources.
  - The process may include an improvement plan which is specific as to what improvements, if any, are needed in the performance of the evaluate and which sets forth recommendations for improvements including recommendations for additional education and training during the staff members recredentialing process.
- The employee shall have opportunity to respond to the formal evaluation report for the record.
- The superintendent will review an appeal by a faculty member of a formal evaluation report.

Employee Grievances

In the interest of the equitable and efficient operation of the college, employees shall be afforded a mechanism for resolving grievances at the lowest possible administrative level and shall be assured an opportunity for orderly presentation and review of complaints without fear of reprisal. This policy applies to all professional and classified staff except the college director.

Except as noted herein, an employee may grieve any action which violates or inequitably applies Board or college polices or procedures and which adversely affects the employee’s working conditions. Grievances must be filed within fourteen days of the date the employee knew or reasonably should have known about the action.

The following matters are not grievable under this policy:

- Matters over which the employer is without authority to act.
- Evaluations (see policy on evaluations)
- Dismissals, nonrenewals, reduction-in-force, suspensions, disciplinary actions (see policy on due process)
- Reassignments except that a reassignment of a faculty member which results in a reduction in pay or a loss of due process rights shall be grievable

Individual or group grievances of employees shall be resolved as follows:

Step 1  The grievance shall first be discussed in a conference setting with the immediate supervisor and an attempt made to settle the dispute at this level.
Step 2  The grievance shall be presented in writing to the persons having direct administrative or supervisory responsibility over the work of the employee involved in the grievance. The individual shall render a written decision within 10 working days. The employee may be assisted by a person of his own choosing at any step of the grievance procedure.

Step 3  If the grievance is not solved at Step 2, the employee then may present the grievance to the director of personnel who shall conduct a hearing within 10 working days of receipt of a written grievance and shall render a decision within 10 working days of the hearing.

Step 4  If the grievance is not solved at Step 3, the employee then may present the grievance to the superintendent who shall conduct a hearing within 10 working days of receipt of the report from Step 3 and shall render a written decision within 10 working days of the hearing.

Step 5  If the grievance is not solved at Step 4, the employee may request a hearing before the Board of Education, which will be held within 15 working days of receipt of the report of Step 4. The decision of the Board shall be final and shall be made in writing within 15 working days of the hearing.

An employee may discuss any problem at any time with any supervisor or administrator in the college.

Post-Retirement Work Agreements

An employee who retires from the college with PERA retirement benefits may be employed pursuant to a Post-Retirement Work Agreement for up to one year immediately following the date of retirement. All post-retirement work agreements are subject to the following conditions:

1. The employee must be eligible for retirement and be pursuing retirement under PERA regulations to be considered for a Post-Retirement Work Agreement.
2. A retiree’s employment under a Post-Retirement Work Agreement will be considered on an individual basis. The employment is solely within the Board’s discretion.
3. An employee shall submit a letter requesting retirement and subsequent Post-Retirement Work Agreement by March 1. This request will be for employment within the District and must comply with all of PERA’s post-retirement work regulations.
4. The director of personnel, after receiving the recommendation of the director, shall notify the applicant of the decision whether or not to forward his/her request for a Post-Retirement Work Agreement to the Board. This notification will be in writing and delivered by Friday prior to the April Board meeting.
5. If the employee is not recommended for a Post-Retirement Work Agreement in his/her current position, he/she may request employment consideration in any other vacant position for which they are qualified. The request must be submitted in writing within five days after the vacancy has been posted.
6. Any retiree hired in accordance with this policy is subject to the following terms and conditions of employment:
   a. The retiree may work up to 110 days or 720 hours in each calendar year as provided for under PERA provisions.
   b. The retiree will be paid at the same base salary amount he/she would have received for the position had he/she not been retired, less PERA contribution, and shall be subject to other withholding as required by law.
   c. The retiree will be financially responsible for his/her own medical and dental benefits.
   d. The retiree will receive four unspecified leave days per year. Post-Retirement Work Agreement participants will not be reimbursed for unused days at the end of the year. If the retiree is absent from work more than the four allotted days, his/her per diem rate of pay will be deducted from his/her salary for each additional day of absence.
   e. The retiree will sign a Post-Retirement Work Agreement which delineates the terms and conditions of the employment.
   f. The employment relationship between the retiree and the District is one of employment at will and it may be terminated at any time for any reason by either the retiree or the District