

53 areas which improvement is needed even if the overall evaluation is not improvement
 54 needed. The unit member shall take affirmative steps to achieve improvement in response
 55 to the evaluator's recommendations. Whenever practicable, the primary evaluator will
 56 provide permanent employees with thirty (30) calendar days notice that the evaluation
 57 may contain recommendations for improvement; this does not preclude the evaluator from
 58 including materials which arise after the thirty (30) day notice.
 59

60 12.6. Any proposed changes in the evaluation instrument shall be jointly developed by a
 61 committee consisting of two (2) CSEA representatives appointed by the CSEA Chapter
 62 800 President and two (2) District representatives. Until such time, the current evaluation
 63 forms shall be utilized. The joint committee shall periodically review the evaluation
 64 instrument and may, from time to time, propose to revise it as appropriate. Any changes
 65 shall be negotiated.
 66

67 12.7. Only the evaluation procedure, not the contents of the evaluation, shall be subject to the
 68 grievance procedure.
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70 12.8 **Lack of an evaluation for a given year will be considered the same as a score of**
 71 **Good overall for that year.**
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73 Copper Mountain Community College
 74 District

The California School Employees
 Association and Its Copper Mountain
 College Chapter #800

Jenn Baker

80 Jenn Baker CHRO

Brittney Blakeley

Brittney Blakeley #800 President

Jane Kwon

82 Jane Kwon VP Student Services

Fawn Cambon

Fawn Cambon #800 Negotiator

Randy Erickson

85 Rex Randall Erickson, Chief Negotiator

Sara Hutson

Sara Hutson #800 Negotiator

Shadee Johnson

Shadee Johnson - LRR

93 **APPENDIX C:**
 94 **Performance Evaluation Report**

95 **COPPER MOUNTAIN COMMUNITY COLLEGE DISTRICT**
 96 **PERFORMANCE EVALUATION REPORT**
 97 **CLASSIFIED PERSONNEL**
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100 ***The primary purpose of the evaluation shall be to assist the unit member in improving job**
 101 **knowledge and skills and to recognize the unit member's contribution to the District.**
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103 Employee's Name: _____
 104 Last First

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106 Job Title: _____ Department: _____
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109 **Evaluation Period:** _____
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111 **Evaluation Type - Check Appropriate Box Below:**
112 **Probationary Evaluation:** _____ **Annual Evaluation:** _____
113 **2nd Month:** _____
114 **4th Month:** _____ **Special Evaluation:** _____
115 **6th Month: **** _____ **Purpose:** _____
116

117 ****Recommend for Permanency: Yes _____ No _____ (Complete only at end of 6th month)**
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119 **(New format) Evaluation Type - Check Appropriate Box Below:**
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121 **Probationary Evaluation:** _____ **Promotional/Change in Classification**
122 **Evaluation:** _____
123 2nd Month: _____ **2nd Month:** _____
124 4th Month: _____ **4th Month: *** _____
125 6th Month: ** _____
126

127 **Annual Evaluation:** _____
128 **Special Evaluation:** _____
129 **Purpose:** _____
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131 ***Recommend for Permanency in new classification Yes _____ No _____ (Complete at end**
132 **of 4th month)**
133

134 ****Recommend for Permanency: Yes _____ No _____ (Complete only at end of 6th month)**
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Rating Key	
<u>4-5.</u> Excellent	<u>1-2.</u> Improvement Needed
<u>3-4.</u> Good	1. <u>Unsatisfactory</u>
<u>2-3.</u> Satisfactory	

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1. ATTENDANCE AND DEPENDABILITY:	Rating:
<u>Consistently arrives to work on time; adheres to meal and rest break policies and procedures; leaves work on time or communicates with appropriate supervisor.</u>	
Supporting Observations & Comments:	
2. RELATIONSHIP WITH OTHERS:	Rating:
Works cooperatively and courteously with students, co-workers, management managers, and the public; is willing to assist co-workers; follows supervisor's	

<p>instructions; willingly shares knowledge with others. <u>Respects and acknowledges the diverse cultural and ethnic background of colleagues, students, and the public.</u></p> <p>Supporting Observations & Comments:</p>	
<p>3. DIVERSITY, EQUITY, INCLUSION AND ENVIRONMENT</p> <p><u>Promotes an environment that is accessible, inclusive, and sensitive to all students, colleagues, and community members regardless of learning abilities – both mental and physical – age, race, ethnicity, nationality, gender, gender identity, sexual orientation, religion, and/or socioeconomic status.</u></p> <p>Supporting Observations & Comments:</p>	<p>Rating:</p>
<p>4. PERSONAL PROFESSIONAL CHARACTERISTICS:</p> <p>Contributes to positive morale within <u>their</u> area of assignment and the <u>College District</u> as a whole; is able to accept <u>constructive criticism and suggestions; feedback; accepts and easily applies change; demonstrates flexibility; accepts and consistently performs and carries out</u> job responsibilities; is willing to expand job knowledge. <u>Engages in supportive behaviors and attitudes to foster a positive and inclusive campus and work environment.</u></p> <p>Supporting Observations & Comments:</p>	<p>Rating:</p>
<p>5. CULTURAL COMPETENCY:</p> <p><u>Commits to a continuous cycle of self-growth and progress by participating in Diversity, Equity, Inclusion, and Access (DEIA) professional development and learning opportunities. Demonstrates an ongoing awareness and recognition of the fluid and diverse nature of culture, social identities, and lived experiences. Work towards growth in understanding cultural identities and communities.</u></p> <p>Supporting Observations & Comments:</p>	<p>Rating:</p>
<p>6. KNOWLEDGE OF WORK:</p> <p>Demonstrates appropriate skills <u>related to duties and responsibilities; is aware of and applies knows</u> District and/or departmental policies and procedures; <u>knows how to complete routine assignments; understands and practices safety procedures (applicable to duties and responsibilities of the position); works well independently or in a group environment and consistently completes all assignments.</u></p> <p>Supporting Observations & Comments:</p>	<p>Rating:</p>
<p><u>ATTENDANCE AND DEPENDABILITY:</u></p> <p>Consistently arrives to work on time; adheres to meal and rest break policies and procedures; leaves work on time or communicates with appropriate supervisor during unusual circumstances.</p> <p><u>Supporting Observations & Comments: (Moved to top)</u></p>	<p>Rating:</p>

7. INITIATIVE:	Rating:
<u>Able to complete tasks independently; provides constructive insight on how to improve departmental processes and tasks. Continually looks for ways to improve and streamline processes within the department; takes ownership for productivity.</u>	
Supporting Observations & Comments:	
SAFETY PROCEDURES	Rating:
<u>Observes safety practices and follows safety policies and procedures.</u>	
Supporting Observations & Comments:	
8. QUALITY OF WORK:	
Demonstrates neatness , accuracy, thoroughness, and completeness professionalism in work product; takes pride in work.	
Supporting Observations & Comments:	
9. QUANTITY OF WORK:	Rating:
Completes work in reasonable length of time; maintains safe and reasonable work speed.	
Supporting Observations & Comments:	

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GOALS AND OBJECTIVES: Supervisor and employee should jointly establish goals and objectives for the coming year. (Use additional paper if necessary)

ADDITIONAL FACTORS: List any strengths not already covered.

AREAS FOR GROWTH: In what areas if any does the employee need to improve performance?

List specific recommendations to help **the** employee improve performance including timelines, available assistance and **consequences outcomes** for continued **lack of** performance **issues**. **(Specific recommendations for improvement may also be supplied where the evaluation indicates areas which improvement is needed even if the overall evaluation is not “improvement needed” or “unsatisfactory”)** **The unit member shall take affirmative steps to achieve improvement in response to the evaluator’s recommendations.**

Rating Key		
<u>41-45</u> <u>32-28</u>	Excellent:	Exceeds most performance requirements and standards
<u>34-40</u> <u>27-24</u>	Good:	Exceeds many performance requirements and standards

<u>25-33</u> <u>20-26</u>	Satisfactory	Meets all performance requirements and standards
<u>18-24</u> <u>15-8</u>	Improvement Needed:	Does not meet the performance requirement or standards in many one or more areas or has a deficiency in an area that has an impact to the college, students, employees or the public ; Specific areas of improvement must be identified including objectives, timelines, coaching and consequences outcomes for of continued lack of improvement continued performance issues.
<u>9-17</u>	<u>Unsatisfactory:</u>	<u>Fails to meet the performance requirement or standards in many areas or has a deficiency in an area that has an impact to the college, students, employees or the public; specific areas of improvement must be identified including objectives, timelines, coaching and outcomes for continued performance issues.</u>

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OVERALL RATING OF PERFORMANCE: _____

Employee

You have the opportunity of attaching a written response within fifteen (15) working days, which shall become part of the permanent record.

My signature below is an acknowledgement that I have seen and discussed this evaluation with my supervisor, but does not necessarily imply agreement with the conclusions. I understand that I have (15) working days to attach any response to this evaluation.

Employee's Signature

Date

Supervisor

Please give the employee a copy of the completed evaluation form following the evaluation meeting. The copy should have your signature and the employee signature. Please retain a copy for your records and submit the original to the Human Resources Office.

Evaluation Meeting Date

Supervisor's Name

Supervisors Signature

Administrative Review and Comments:

Administrative Signature

Date











03-TA-Article 12 - Evaluation Procedures & Form TA-2024-03-28-fin

Final Audit Report

2024-04-22

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 Agreement completed.

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