EVALUATION OF CONFIDENTIAL, MANAGEMENT, AND SUPERVISORY (CMS) EMPLOYEES

**Scope**

This evaluation procedure applies to those employees designated as Confidential, Management, and Supervisory (CMS).

**Philosophy**

The CMS evaluation process, by identifying an individual's areas of special competence as well as ways to improve and grow, is aimed at the advancement of personal performance, thereby enhancing the effectiveness of the College's services and the quality of the educational experience provided to students. The goal of evaluation is to acknowledge and encourage high performance levels, motivating individuals to become more effective, and to develop a strong working relationship with immediate supervisor.

A formal evaluation provides CMS employees the opportunity to reflect on their accomplishments, redefine goals, formulate new approaches and strategies, identify barriers and training or other needs, and reassess their professional development plans. It also provides the opportunity for CMS employees and their supervisors to engage in a constructive dialogue with a view towards clarifying goals and expectations, acknowledging excellence, and communicating on issues affecting the good of the College.

# Frequency

A comprehensive performance appraisal shall be completed following the frequency described below:

1. Newly hired CMS employees shall be evaluated at the end of the 3rd month, 6th month, 9th month, and prior to the end of the 12th month of employment.
2. After attaining permanent status in the specified position, the CMS employee shall be evaluated annually for the following two (2) years of employment during the regular annual performance appraisal period (April 1 – May 31).
3. Thereafter, the CMS employee shall be evaluated on a biennial basis (occurring every second year) during the regular annual performance appraisal period (April 1 – May 31).
4. An interim performance evaluation may be initiated at any time by the immediate supervisor or by the administrator.

# Performance Appraisal Instruments

The performance appraisal of CMS employees will incorporate and utilize an instrument approved jointly by the District and the CMS Employee Group representatives. Any other evaluation instrument introduced as an addendum or replacement shall be reviewed and agreed upon in the meet and confer process involving the District and representatives of the CMS Employee Group.

# Evaluation Criteria

The performance of CMS employees shall be evaluated in conjunction with the Essential Functions of their respective job description. The supervisor should refer to the Essential Functions of the employee’s job description prior to beginning the evaluation process.

Evaluation of the competence of CMS employees shall include, but not be limited to, the following criteria:

1. Knowledge of Work
2. Quality of Work Productivity
3. Dependability
4. Communication Skills
5. Initiative
6. Interpersonal Relations
7. Professionalism
8. Safety Practices

In addition, employees designated as Classified Administrators (classified managers, directors and supervisors) shall be evaluated on the following supplementary criteria/competencies:

1. Leadership
2. Communication & Coordination
3. Organization & Management

The evaluator should include information on the employee’s overall performance highlighting:

1. areas of strengths
2. areas for further development
3. areas for improvements
4. areas where unique or extraordinary factors contribute to the evaluation

# Derogatory Information

Information or material of a derogatory or critical nature which has been received from others may not be used unless the specific issue has been verified to the satisfaction of the supervisor, in consultation with the Vice President of Human Resources, and relates directly to the CMS employee’s employment. (Refer to: Antelope Valley Community College District ... Administrative Procedures Chapter 7 (Human Resources) Page 44-AP)

# Rating and Comments

Each rating other than *Standard* (below or above) requires an explanation in the *Comments* box beside the category.

Each rating below *Standard* must be based on issues discussed with the employee prior to the evaluation and supported by a statement of facts in the *Comments* box.

Additional pages may be used if more space is needed for narrative comments.

# Performance Improvement Plan

A separate *Performance Improvement* Plan must be completed for each rating below Standard.

Subsequently, one or more conferences shall be held with the employee to assist him/her in correcting deficiencies previously noted. A record of such conference(s) shall be prepared by the evaluator for the file on the employee and a copy submitted to him/her.

# Meeting, Signatures and Response to Evaluation

The Performance Appraisal is to be given to the employee and discussed in a private meeting.

Final markings and comments on the appraisal should be in ink or typewritten. Any changes made to the Performance Appraisal report should be initialed by the employee and supervisor.

The Performance Appraisal form and all attachments must be signed by the employee and evaluator. The employee’s signature on the report indicates only that he/she has read the report.

The employee may, within ten (10) working days, respond in writing to an evaluation with which he/she is not in agreement.

This response shall be attached to the report. The Human Resources Office will distribute a copy of the response to the supervisor.

5/8/06

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