

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

702

LAW AND RULES

September 22, 2021

**702 PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED EMPLOYEES**

**Education Code Sections**

**88080.** (a) The commission shall prescribe and, amend, and interpret subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.

(b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the community college employer of the classified employees who would be affected have been given reasonable notice of the proposal.

**88081.** (a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.

(b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.

**A. Applicability of this Rule**

This Rule applies to management, confidential, and other non-represented employees. Procedures for represented employees are contained in their respective bargaining agreements.

**B. Administration of Performance Evaluation Process and Distribution of Forms**

1. The Human Resources Division shall be responsible for the overall administration of the performance evaluation process. The distribution of applicable performance evaluation forms for probationary and permanent classified employees is done electronically in accordance with the provisions of this Rule.
2. The Human Resources Division shall ensure that instructions are provided to supervisory/management staff regarding performance evaluation procedures.

**C. Time lines for Performance Evaluations**

1. Employees shall be evaluated in accordance with the following schedule:
  - a. Probationary employees in executive and administrative classes, as defined in Rule 596, OVERTIME, Paragraph F., shall be evaluated during the fourth and ninth months of their probationary period.

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- b. Probationary employees in classes other than executive and administrative shall be evaluated during the second and fourth months of their probationary period.
  - c. Permanent employees shall be evaluated during the period of May 1 through June 30, for the preceding fiscal year.
2. Supervisors may make additional performance evaluations for employees at any time at their discretion.

D. Instructions for Performance Evaluations

1. Performance evaluations shall be made by those persons who are immediately responsible for the employee's work. The evaluator either oversees, reviews, and checks the daily work performance of the employee being evaluated or is the one who is most closely acquainted with the employee's daily work performance. The performance evaluation made by such a first-line supervisor may be supplemented by a separate evaluation by a technical specialist who exercises functional supervision, when such an evaluation appears to be desirable. The work performance of permanent employees shall be evaluated by each supervisor under whom the employee has worked for 90 working days during the performance evaluation period.
2. Performance evaluations shall be made on prescribed forms. Steps to be followed and factors to be evaluated by supervisors in completing performance evaluation forms shall be on the form or supplements thereto.
3. An individual evaluation conference shall be held with each employee during which the presentation of the completed evaluation and discussion of the following will occur:
  - a. The reasons for performance evaluation
  - b. Job duties and responsibilities
  - c. The kind of work performance expected
  - d. The basis for the evaluation given
  - e. Areas where work performance may be improved
  - f. The goals and objectives to be accomplished during the next evaluation period
4. As part of the evaluation conference, the employee and the supervisor should compare the duties being performed by the employee with the typical duties listed in the employee's current class specification. If either the supervisor or employee believes that the employee spends a significant portion of time performing duties inappropriate to the class, they shall indicate this on the evaluation form and attach a statement listing the duties and responsibilities considered inappropriate. In classes where the use of a particular skill is the primary basis for classification, the lack of use of that skill is sufficient reason to question the classification (for example, an employee working as a Paralegal (Litigation) is not properly classified if they are never required to assist in litigation matters, even if all the other duties are appropriate to the class).

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5. Employees and evaluators are encouraged to arrive at a mutual understanding and acceptance of the evaluation during the conference. If the employee feels that the evaluation is improper, they may communicate with the evaluator's immediate supervisor to resolve differences. No regular employee shall be denied this privilege.

The employee may attach a written statement to the evaluation form if they do not agree with the evaluation's content. If a permanent classified employee who has been evaluated as not meeting work performance standards in one or more areas remains dissatisfied, they may seek an adjustment of complaints in accordance with Rule 893, PROCEDURE FOR THE ADJUSTMENT OR GRIEVANCES OF CLASSIFIED PERSONNEL.

6. Review of the performance evaluation by the next higher level of administrative authority is optional. Any comments made by the reviewer shall be signed and shown to the supervisor who made the evaluation and to the employee.
7. Completed performance evaluation forms shall be forwarded to the applicable Vice President or division head for review and signature and uploaded to the electronic performance evaluation tracking system. Performance evaluation forms that indicate that an employee is performing duties inappropriate to their class shall be forwarded to the Personnel Commission in a timely manner.
8. A supervisor who believes that an employee's work performance has been noteworthy should complete a "Notice of Outstanding Work Performance." The outstanding work performance described may have occurred on a day-to-day basis or in an unusually difficult and/or emergency situation. All Notices of Outstanding Work Performance should be reviewed and signed by the employee's college president or division head. Employees shall be provided a copy of any written comments made by the reviewer.