

From: Shelley Akiona
Sent: Tuesday, April 08, 2014 9:30 AM
To: _YCCD Management Team
Cc: Victoria Simmons; Joan Smith; Teresa Scott; Marty Gang; Jill Stearns; Angela Fairchilds
Subject: HR REMINDER: Staff & Management Evaluations

This is courtesy reminder to conduct upcoming staff evaluations. You can run a report at the link below. Step-by-Step instructions are attached to assist you with accessing the report.

Staff Evaluation

Report: https://appserver.yosemite.edu/reports/CriteriaPages/Criteria_Default.aspx?ReportId=1003

Reminders & Weblinks

For Classified Staff:

- A probationary bargaining unit member shall be formally evaluated during the third (3rd), sixth (6th) and eleventh (11th) month of the probationary period.
- Permanent Employees are regularly evaluated every two years.
- **Evaluations must occur within 30 days before or after the due date.** Failure to conduct a timely evaluation will result in an automatic satisfactory evaluation.
- For more information regarding the process see Article 8 of the CSEA Agreement at: <http://www.yosemite.edu/hr/2013%202016%20Classified%20Contract.pdf>
- Evaluation forms in and writeable PDF are available at: http://www.yosemite.edu/hr/documents_publications/Classified%20Performance%20Evaluation.pdf

Code Key:

Probationary Employees:

CP3 – First evaluation at 3rd month

CP6 – Second evaluation at 6th month

CPA – Final Evaluation prior to permanent status at 11th month

Permanent Employees:

CBI – Regular Evaluation, every two years, from date of last evaluation

CBA – Automatic Satisfactory Evaluation (for failure to conduct regular evaluation within 30 days)

For Management Staff:

You can access the evaluation document under “Evaluation Forms” at:

<http://www.yosemite.edu/hr/documentspublications.htm> .

If you are conducting a survey evaluation, the process is as follows:

- **Develop a list of participants, minimum 20.** The evaluator, in collaboration with the employee being evaluated, will develop a list of individuals to participate in the evaluation survey. This list should include subordinate staff, members from constituent groups, and colleagues with whom the employee has regular interaction.
- **Approval of participant list.** The final list must be approved by the evaluator's manager prior to distribution of the evaluation.
- **Results.** The overall ratings and comments shall be compiled and shared by you with the employee. Respect for confidentiality for all parties should be strictly maintained.
- **Online Confidential Survey:** HR is able to help you with the survey process through a confidential online survey (via SurveyMonkey). If you are interested in conducting an online confidential survey, please contact me and I will create a confidential hyperlink for you to send to participants. Results be are generated and sent to you in pdf form.

Please forward completed, signed evaluations to Human Resources. Please contact me if you have questions or need assistance.

Shelley Akiona

Shelley Akiona
HR Operations Manager
YCCD, x 6960

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