

**SUCCESSOR AGREEMENT 2016-2019
TENTATIVE AGREEMENT
MARCH 31, 2017**

This tentative agreement is entered into by and between the Perris Union High School District (hereinafter, "District") and the California School Employees Association, and its chapter Perris Valley, 469 (hereinafter, "Association.") The District and the Association may be referred to herein as "Party" or collectively as "Parties."

Any issue, subject, or matter discussed by the Parties during negotiations for the July 1, 2013~~6~~ through June 30, 201~~6~~~~9~~ bargaining proposals not contained in this document shall be considered withdrawn by the party presenting it. Any "oral agreement" not reflected in writing herein shall have no force or effect.

NOW, THEREFORE, the Parties hereto agree as follows:

PREAMBLE

THIS AGREEMENT is made and entered into this 31st day of March 2017, by and between Perris Union High School District, hereinafter referred to as the "District," and the California School Employees Association and its California School Employees Association Chapter #469 or its successors, hereinafter referred to as "CSEA" or "Association."

ARTICLE 2 - DISTRICT RIGHTS

Delete 2.2

~~2.2 The District may add paraeducators and support personnel to work with handicapped students as required by SELPA and applicable law. These positions may be added following prior notification to the CSEA president. The positions may be eliminated without negotiations when the need for them no longer exists.~~

ARTICLE 3 - CHECK OFF AND ORGANIZATIONAL SECURITY

3.2.4 The District shall immediately notify the CSEA ~~Job Representative~~ Chapter President if any unit member revokes a dues authorization.

ARTICLE 4 - UNION MEMBER RIGHTS

Delete 4.2 and create new Article 5. See proposed new form and rubric.

~~4.2 Evaluation. The District will make a good faith effort to provide regular unit members with an evaluation near their anniversary date. Probationary unit members will be evaluated no later than the second and fourth month of their probationary period. If the District should fail to provide an evaluation, such failure shall not be subject to the grievance procedure (for regular or probationary unit members). No evaluation of any unit member shall be placed in any personnel file without an opportunity for discussion between the unit member and the evaluator. Unless the evaluation recommends disciplinary~~

~~action, any negative evaluation shall include specific recommendations or improvements and, where appropriate, provisions for assisting the unit member in implementing any recommendations made. The unit member shall have the right to review and respond to any derogatory evaluation in accordance with Section 4.1 above. If the evaluation recommends disciplinary actions, the unit member shall be entitled to representation by CSEA at any meeting or interview concerning said evaluation.~~

ARTICLE 5 - EVALUATION (new article, all subsequent articles renumbered)

5.1 Evaluation Schedule. All employees shall be evaluated by their immediate supervisor or designee in accordance with the following schedule:

5.1.1 Probationary Employees: Probationary employees will be evaluated prior to the end of the second, fourth and sixth month of service.

5.1.2 Permanent Unit Members: Permanent unit members will be evaluated annually. Evaluations will be completed during the period of March 1 to June 30. If the employee's work year ends prior to June 30, the evaluation shall be completed before the last day of their work year.

5.1.3 A performance evaluation may be made at any time by the immediate supervisor.

5.2 Procedures. Performance evaluations shall be made on prescribed forms, which shall be completed by the evaluator. See Appendix C.

5.2.1 The evaluator shall present and discuss the performance evaluation, in person, to the employee and shall discuss it with him/her.

5.2.2 Unless the evaluation recommends disciplinary action, any negative evaluation shall include specific recommendations or suggestions for improvement and, where appropriate, provisions for assisting the unit member in implementing any recommendations made.

5.3 If the District should fail to provide an evaluation, such failure shall not be subject to the grievance procedure (for regular or probationary unit members).

ARTICLE 5 6 - ORGANIZATIONAL RIGHTS

65.1 CSEA Rights. CSEA shall have the following rights in addition to the rights contained in any other portions of this Agreement:

65.1.1 CSEA may use equipment, subject to reasonable regulation by the District, and provided further CSEA pays a reasonable and customary fee for the use of such equipment.

65.1.2 CSEA may make reasonable use of school mailboxes and bulletin board 18 spaces for official CSEA business subject to the following conditions: (a) all postings for bulletin boards or items for distribution must contain the date of posting or distribution and the identification of the organization; and (b) a copy of such postings or distributions must be communicated to the Superintendent or designee prior to or at the time of posting or distribution.

65.1.3 CSEA business and activities may be conducted in working areas at reasonable times, provided such business or activity does not interfere with the school programs and/or duties of unit members and will not interfere with the right of unit members to refrain from listening or speaking with a CSEA representative. Where a school facility is requested, CSEA shall obtain advance permission from the Superintendent or designee regarding the time, place and type of activity or business to be conducted. A reasonable and customary fee may be assessed for expenses incurred by the District related to utilities, security, cleanup and any unusual wear or damage as a result of use of the school facility by CSEA. In accordance with past practice, routine CSEA meetings may be held at District facilities without charge.

65.1.4 The right to review unit members' personnel files and any other records dealing with unit members when accompanied by the unit member or on presentation of a written authorization signed by the unit member.

65.1.5 The right to be supplied with a complete and accurate "hire date" seniority roster of all bargaining unit members every year. The roster shall indicate the unit member's present classification and primary job site.

65.1.6 The right to review at all reasonable times any other public documents in the possession of or produced by the District necessary for CSEA to fulfill its role as the exclusive bargaining representative.

65.1.7 The right to conduct one (1) two-hour orientation session on this Agreement for bargaining unit members during regular working hours within thirty (30) calendar days after the execution of this Agreement.

65.1.8 New Employee Orientation. The Association shall have the right to designate a representative to conduct a fifteen (15) minute informational meeting to newly hired unit members. Such meetings shall be conducted at the conclusion of the District's new employee safety training orientation or any similar meetings held by the District.

65.2 Distribution of Contract. Within thirty (30) days after the execution of this Agreement, the District shall print or duplicate and provide without charge a copy of this Agreement to every unit member in the bargaining unit. Any employee who becomes a member of the bargaining unit after the execution of this Agreement shall be provided a copy of this Agreement by the District without charge at the time of employment as set forth below. Each unit member shall be provided by the District without charge a copy of any written changes agreed to by the parties to this Agreement during the life of this Agreement.

65.3 CSEA Informational Packets. Provided the Association keeps the District supplied with the packets, the District shall provide each new unit member with an informational packet prepared by the Association. The District shall notify the President of the Association when additional packets are needed. This packet shall include a copy of this Agreement.

~~65.4~~ **Governing Board Agendas.** The CSEA Chapter President will receive three (3) copies of the Governing Board Agenda (items and motions only, and one (1) complete packet) prior to each Governing Board Meeting. The District shall also provide CSEA with three (3) District directories each year.

ARTICLE 67 - ~~JOB REPRESENTATIVES~~ REPRESENTATION

76.1 ~~Job Union~~ Stewards. The District recognizes the right of CSEA to designate ~~Job Union~~ Stewards from among unit members.

76.2 Notification of Steward Designation. CSEA shall notify the District in writing of the names of the ~~Job Union~~ Stewards and the group they represent. If a change is made, the District shall be advised in writing of such change.

76.3 Job Union Steward Release Time. The following shall be understood to constitute the basis for granting release time to ~~Job Union~~ Stewards.

76.3.1 Upon approval of his/her immediate supervisor, a ~~Job Union~~ Steward may be permitted to leave his/her normal work area during reasonable times in order to assist in preparation and writing of grievances. The ~~Job Union~~ Steward shall advise the supervisor of any unit member being contacted, and obtain the approval of such supervisor prior to any conference with such unit member. The ~~Job Union~~ Steward is permitted to discuss a grievance with unit members immediately concerned, and, if appropriate, to attempt to achieve settlement in accordance with the grievance procedure. A total of two (2) ~~Job Union~~ Stewards may be released for a total of four (4) hours per month per steward pursuant to the provisions hereof, which time shall not be accumulated from month to month.

76.3.2 If an adequate level of service cannot be maintained in the absence of a ~~Job Union~~ Steward and/or the grievant at the time of the notification mentioned in Section 76.3.1, the ~~Job Union~~ Steward and/or grievant shall be permitted to leave his/her normal work area no later than two (2) hours after the ~~Job Union~~ Steward provides notification.

76.3.3 A ~~Job Union~~ Steward shall be granted release time with pay to accompany a CAL-OSHA representative conducting an on-site walk-around safety inspection of any area, department, division or other subdivision for which the ~~Job Union~~ Steward has responsibilities as a ~~Job Union~~ Steward, upon the request of the CAL-OSHA representative and subject to the approval of the unit member's supervisor, which approval will not be arbitrarily withheld.

76.4 CSEA Officer Release Time. The right to have a total of up to eight (8) hours (non-cumulative) per month paid release time for the CSEA president and vice president to conduct necessary CSEA business. The chapter president shall have the right to designate any unit member to attend necessary CSEA business where the union purchases release time from the District for the attendance of any unit member.

76.5 CSEA Annual Conference. The right to have a maximum of ~~three (3)~~ **four (4)** unit members have up to one week of paid release time to serve as CSEA Chapter delegates to attend the CSEA annual

conference. Only unit member(s) in paid status (e.g., those in summer school, extended year 2 or whose work year coincides with the conference) will qualify for this paid release time.

ARTICLE 78 - CONTRACTING BARGAINING UNIT WORK AND USE OF SHORT-TERM AND SUBSTITUTE EMPLOYEES (renumber only)

ARTICLE 89 - HOURS AND OVERTIME (renumber only)

ARTICLE 910 – PAY AND ALLOWANCES

~~Salary schedules included in this appendix became effective July 1, 2013 and reflects a 4% increase.~~

109.1 Rate of Pay. The regular rate of pay for each position in the bargaining unit shall be in accordance with the rates established for each class as provided for in Appendixes A and B, which is attached hereto and by this reference incorporated as part of this agreement.

An ongoing one percent (1%) increase shall be applied to the classified salary schedule (Appendix B) effective July 1, 2016 for all unit members in paid status as of February 1, 2017, and an additional ongoing two percent (2%) increase effective July 1, 2017. This includes all earnings (e.g. overtime and longevity).

Add paragraphs from Appendix B to Pay and Allowances Article.

10.134. Longevity Pay. At the beginning of ten (10) years of regular, continuous service, the regular rate of pay shall be increased by two and one-half percent (2.5%). At the beginning of fifteen (15) years of regular, continuous service, the regular rate of pay shall be increased by an additional two and one-half percent (2.5%) over the increment first above mentioned. At the beginning of twenty (20) years of regular, continuous service, the regular rate of pay shall be increased by an additional two and one-half percent (2.5%) over the two increments above mentioned. (Longevity shall also be paid during recess period assignments.) At the beginning of twenty-five (25) years of regular, continuous service, the regular rate of pay shall be increased by an additional two and one-half percent (2.5%) over the three (3) increments above mentioned. At the beginning of thirty (30) years of regular continuous service, the regular rate of pay shall be increased by an additional two and one-half percent (2.5%) over the four (4) increments above mentioned.

10.144. Bilingual Stipends. The District shall provide a seventy-five dollar (\$75.00) a month stipend to unit members designated annually by their site principals or District Office supervisor as being responsible for providing interpretation services. There shall be two (2) unit members eligible for the bilingual stipend at the District Office, Paloma Valley High School and Perris Lake High School. Two (2) unit members may be designated at Pinacate Middle School, Heritage High School and Community Day School, and three (3) individuals at Perris High School. The individual may decline the designation. The parties agree to utilize data from student information system and input from the site principals to determine what, if any, additional stipends should be provided throughout the District.

10.15 CalPERS. Unit members will be responsible for paying the employee portion of their Public Employee's Retirement System (PERS) contributions

ARTICLE 11 - HEALTH AND WELFARE BENEFITS (new article)

11.1A. General. Unit members shall be eligible for medical, dental and vision plans as offered through the ~~District joint powers authority, "REEP"~~. The premiums shall be a super-composite rate for all unit members. The District contribution towards premiums for health and welfare benefits for full-time unit members will be ~~\$11,385 effective July 1, 2016~~ ~~\$9,575 for 2013-2014,~~ ~~\$10,200 for 2014-2015 and~~ ~~\$11,000 for 2015-16.~~ ~~This increase will apply to all unit members who were in a paid status as of February 1, 2017~~

~~11.1.1 It is recognized that there may be additional health insurance costs to be paid by unit members, depending upon the type of insurance that is selected during the open enrollment period. Any additional premium costs above the cap shall be paid by the unit member through automatic payroll deductions~~

~~The parties agree to the formation of an insurance committee with the specific purpose of looking at ways to increase the health and welfare cap and/or to decrease insurance premiums. The parties agree that this article may be reopened in order to negotiate the effects of the Patient Protection and Affordable Care Act.~~

11.2B. Health Insurance.

1. **Medical.** Except for those unit members with duplicate medical coverage, all full-time unit members shall be required to take a medical plan. Part-time unit members may choose to select a medical plan. In order to offset some of the increase in medical costs, the hospital admit co-pay will vary from zero to two hundred fifty dollars (\$0 to \$250). For the first 100 admits of unit members, or their covered dependents, the District will reimburse the unit member two hundred dollars (\$200) upon submission of appropriate documentation. Documentation must be submitted to the Business Office within thirty (30) days of incurring the expense. After 100 reimbursements, unit members will pay the full co-pay amount.

11.32. Dental and Vision. All full-time unit members must select a dental and a vision plan. Part-time unit members may choose to select a dental plan and/or vision plan. ~~Effective July 1, 2015,~~ ~~u~~Unit members with cash option who are less than full-time will not receive dental or vision benefits in addition to the cash option. Unit members may choose to purchase dental and/or vision benefits from the District at the same premium offered to all other unit members.

11.3.1 Effective July 1, 2015, ~~u~~Unit members with cash option who are full-time will be enrolled in the least expensive dental and vision plans available to the District. Unit members may choose to purchase more expensive dental and/or vision benefits from the District at the same premium offered to all other unit members. The difference in the plan(s) selected by the unit member and the least expensive plans offered by the District will be borne by the unit member.

11.4C. Cash Option. Unit members who have ~~duplicate~~ ~~alternate~~ medical coverage ~~that meets the requirements of the Affordable Care Act or applicable law~~ may elect not to receive medical benefits and, instead, may elect to receive cash compensation, ~~provided they comply with verification procedures~~. Unit members who choose the cash option will receive cash compensation in the amount

of up to ~~two thousand five hundred dollars (\$2,500)~~ on an annualized basis. Effective July 1, 2014, the cash option shall be two thousand dollars (\$2,000).

11.5D. Eligibility. Insurance benefits must be applied for by the unit member within thirty (30) days of employment. Plan year renewal dates shall be July 1. Unit members shall be permitted to make changes to insurance selections only (1) during open enrollment; or (2) upon change of status.

Full insurance benefits provided by the District apply only to regular full-time unit members. Said benefits are to be applied on a prorated basis as the unit member's hours worked per week bear to forty (40), and months worked per year bear to ten (10), for maximum benefits, except that unit members hired after February, 1990, who have assignments that are less than three and one-half (3 1/2) hours will be precluded from participation in the District's health and welfare program. ~~(Unit members hired before February, 1990, who have assignments that are less than three and one-half (3 1/2) hours may remain or join the program.)~~ Eligible part-time unit members will retain benefit contributions based on their pro rata hours of employment but may apply contributions not used in one area (for example, medical) to those that are selected (for example, dental).

11.6E. Continuation of Coverage. The District will comply with applicable state and federal regulations regarding continuation of health insurance coverage (commonly called "COBRA").

11.7F. Tax Sheltered Annuities. The District shall provide payroll deduction for unit members who wish to participate in a tax sheltered annuity program. The unit member may elect to remit salary deduction to any of the insurance companies which are approved by the Riverside County Office of Education.

11.8 Insurance Committee. An insurance committee shall be formed to periodically review pertinent programs for the unit members.

ARTICLE ~~10~~12 - UNIT MEMBER EXPENSES AND MATERIALS (renumber only)

ARTICLE ~~11~~13 - SAFETY (renumber only)

~~ARTICLE 12 - RETIREMENT, HEALTH AND WELFARE BENEFITS~~

~~12.1 Benefits. Unit members shall receive benefits according to the attached Appendix B. (already covered in to Article 11)~~

~~12.2 Insurance Committee. An insurance committee shall be formed to periodically review pertinent programs for the unit members. (moved to 11.8)~~

ARTICLE ~~13~~14- HOLIDAYS (renumber only)

ARTICLE ~~14~~15- VACATION PLAN (renumber only)

ARTICLE ~~15~~16- LEAVES (renumber only)

ARTICLE ~~16~~17- TRANSFERS (renumber only)

ARTICLE ~~17~~**18**- PROMOTION (**renumber only**)

ARTICLE ~~18~~**19**- CLASSIFICATION, RECLASSIFICATION, AND ABOLITION OF POSITIONS (**renumber only**)

ARTICLE ~~19~~**20**- LAYOFFS (**renumber only**)

ARTICLE ~~20~~**21** - DISCIPLINE (**renumber only**)

ARTICLE ~~21~~**22** - GRIEVANCE PROCEDURE (**renumber only**)

ARTICLE ~~22~~**23** - NEGOTIATIONS (**renumber only**)

ARTICLE ~~23~~**24** - CONCERTED ACTIVITIES (**renumber only**)

ARTICLE ~~24~~**25** - NO DISCRIMINATION (**renumber only**)

ARTICLE ~~25~~**26** - SEVERABILITY (**renumber only**)

ARTICLE ~~26~~**27** - EFFECT OF AGREEMENT (**renumber only**)

ARTICLE ~~27~~**28** - COMPLETION OF MEET AND NEGOTIATE (**renumber only**)

ARTICLE ~~28~~**29** - STATUTORY OBLIGATIONS (**renumber only**)

ARTICLE ~~29~~**30** - DURATION (**renumber only**)

~~29~~**30.1** Length of Agreement. This Agreement shall remain in full force and effect from July 1, 201~~36~~**6** until June 30, 201~~69~~**9**, and from year to year thereafter unless alterations or amendments are requested in writing in accordance with the Negotiations Article. Finally, during the ~~three (3) year term~~ **2017-18**, salary (**Article 10.1**) and health and welfare benefits (**Article 11**) shall be closed, however, both parties may reopen ~~three (3) Articles~~. In **2017-18** health plan design may still be negotiated which shall not impact the cap of health benefits. Additionally, the District will notify REEP of its intent to go out to bid for health and welfare benefits. The parties will begin to negotiate the bid process by no later than **October 1, 2017**. In **2018-19**, the Agreement may be opened in ~~each year~~ to negotiate salary (**Article 10.1**) and health and welfare benefits (**Article 11**) and two (2) Articles.

30.2 In order to reopen on any of the above referenced matters, the parties shall follow **Article 223.1**

APPENDIX A CLASSIFIED JOB CLASSIFICATIONS, SALARY RANGE AND WORK YEAR ASSIGNMENT

Job Classifications

A new job family shall be created entitled Technology Services and shall include the positions of Information Technology Technician I, Information Technology Technician II, Information Technology Technician III, Network Engineer, Programmer Analyst and Systems Analyst.

A new job family shall be created entitled Instructional Services and shall include the positions of Community Aide - Bilingual, Community Liaison - Bilingual, Community Engagement Specialist, Paraeducator - RSP-SDC, Paraeducator - Severely Handicapped, and Paraeducator - Special Circumstance.

The job classifications of Lead Groundskeeper, Lead Maintenance Crew Worker and Maintenance Worker shall be abolished

Salary Range

COMPENSATION STUDY:

The agreed upon changes to Appendix A, Classified Job Classifications, Salary Range and Work Year Assignment form were a result of negotiations related to the Compensation Study.

Effective July 1, 2016 the following job classification salary ranges shall be increased as follows:

Accounting Technician - row 29
 Attendance Specialist - row 19
 Information Technology Technician I - row 35
 Information Technology Technician II - row 28
 Information Technology Technician III - row 24
 Lead Campus Supervisor - row 20
 Library Clerk II - row 14
 Licensed Vocational Nurse - row 32
 Nutrition Services Assistant - row 10
 Paraeducator, RSP-SDC - row 12
 Paraeducator, Severely Handicapped - row 13
 Paraeducator, Special Circumstance - row 13
 Receptionist/Registrar - row 18
 Senior Groundskeeper - row 25
 Senior Skilled Maintenance Worker - row 27
 Systems Analyst - row 42

Appendix A, Classified Job Classifications, Salary Range and Work Year Assignment will be updated to reflect these changes.

APPENDIX B

PART I - SALARY SCHEDULE

Salary schedules included in this appendix became effective July 1, 2013 and reflects a 4% increase. Updated salary schedules consistent with Article 10.1 shall be inserted into the successor contract and include the applicable hourly rates. Additionally, rows 1-9 shall be removed from the salary schedule.

Section 1 - Longevity Pay moved to Article 9 - Pay and Allowances

~~2. Health Aide. The District will reclassify attendance technicians and one other person, preferably an office employee, (for a total of two (2)) per comprehensive secondary school (PMS, PHS and PVHS)) to include the duties of Health Aide. The District will also reclassify one (1) attendance technician or office employee per alternative education school (CDS and PLHS) to include the duties of Health Aide. Health Aide duties will include first aid and CPR, dispensing medications and keeping all records of students seen and medications dispensed. The reclassification shall result in a one range increase and the inclusion of Health Aide in the unit member's job title (for example, Attendance Technician/Health Aide).~~

- ~~a. These unit members will be trained to perform such duties, including dealing with blood borne pathogens, at District expense, both now and in the future.~~
- ~~b. The District will seek grants to fund additional Health Technician and/or Health Aide positions.~~
- ~~c. The District will continue to make first aid supplies readily accessible to all school sites.~~

~~3. The District agrees to add new six (6) hour Certified Nursing Assistant positions as follows: One (1) position at Perris High School, Heritage High School, Paloma Valley High School and Pinacate Middle School. (The Certified Nursing Assistant assigned to Pinacate Middle School will also be available to provide services to the Community Day School and Perris Lake High School, and will be reimbursed mileage for services performed at those campuses.) The Certified Nursing Assistant positions will be placed on work year "I" and at Row 18 of the salary schedule. As Certified Nursing Assistants are hired and assigned to Perris High School, Heritage High School, Paloma Valley High School and Pinacate Middle School, one (1) health aide will be eliminated from that site so that the only remaining health aide will be the Attendance Technician/Health Aide. (this provision amends the first sentence of Appendix C, Part II, Paragraph #3.)~~

Section 4 - Bilingual Stipends moved to Article 9 - Pay and Allowances

PART II - HEALTH AND WELFARE BENEFITS

Delete from Appendix B, see new Article 11

PART III - RETIREMENT BENEFITS AND BONUS PAYMENT (moved to new article 10)

Effective July 1, 2014, uUnit members will be responsible for paying the employee portion of their Public Employee's Retirement System (PERS) contributions and an increase of 7% will be 16 applied to Salary Schedule #20. 17 18 Effective July 1, 2014 the District will no longer pay a stipend of 6% to unit members not in the 19 PERS system (essentially those unit members working less than fifty percent (50%) of the full 20 time schedule).

APPENDIX C - CLASSIFIED PERFORMANCE EVALUATION AND RUBRIC

The new evaluation document and rubric will be used effective July 1, 2016 unless the evaluation has already been given prior to final approval of this Tentative Agreement.

Except as described herein, this agreement concludes negotiations for the 2016-2017 school year.

It is agreed and understood this agreement is subject to all approvals required under the CSEA Policy 610 and may be subject to ratification by the members of Perris Valley Chapter 469, as well as the Perris Union High School District Governing Board approvals.

Dated this 31st day of March, 2017

For the ASSOCIATION:

For the DISTRICT:



Claudia Davis, Negotiations Team Member



Leslie Ventuleth, Interim Chief HR Officer



Alvin Hill, Negotiations Team Member



Candace Reines, Assistant Superintendent
Business Services



Tara Hefner, Negotiations Team Member



Nick Newkirk, Director of Purchasing



Helen Stimach, Negotiations Team Member



Linda Donahoe, Negotiations Team Member

Labor Relations Representative



Lisa Towery
Labor Relations Representative



CLASSIFIED PERFORMANCE EVALUATION

Employee Name: _____

Permanent

Title: _____

Probationary: 2 Month

Work Site: _____

4 Month

Appraisal Period: _____ to _____

6 Month

Please read instructions and criteria for evaluation before completing this form. Check the appropriate box indicating the level of performance for each of the following that apply to the work of this employee.	Outstanding Regularly exceeds performance standards	Satisfactory Regularly meets performance standards	Needs to Improve Often does not meet performance standards	Unsatisfactory Regularly does not meet performance standards
INITIATIVE – Extent to which employee applies himself/herself to his/her responsibilities and seeks to improve the level of work by initiating action on his/her own to accomplish the task.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUALITY – Extent to which employee’s work is free from errors and omissions. Employee is capable of effective communication. Employee is capable of expressing thoughts in a logical manner and sequence, using appropriate mechanisms (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMPLETENESS AND PRODUCTIVITY – Extent to which employee’s quantity and completion of work is carried through with all details addressed in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOB RELATED KNOWLEDGE AND SKILLS – Extent to which employee possesses, learns and applies the necessary knowledge and skills to perform the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAFETY – Extent to which employee is knowledgeable of and practices proper rules of safety to protect self and others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABILITY TO WORK WITH OTHERS – Extent to which employee willingly cooperates with District employees and the public. Employee adapts with a minimum of difficulty to changing circumstances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACCOUNTABILITY – Extent to which employee accepts responsibility for his/her actions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATTENDANCE/PUNCTUALITY – Extent to which employee is absent from the job without approval. Employee is prompt during scheduled work periods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUPERVISORY ABILITY (if applicable) – Extent to which employee is competent in decision-making, communicating, motivating and directing subordinates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENDATIONS: _____

COMMENT REGARDING IMPROVEMENT ("Needs to Improve" and "Unsatisfactory" ratings must be supported by a statement of the facts. Suggestions to aid employee in improving performance must be made.): _____

OVERALL RATING (CHECK ONE)	Outstanding	Satisfactory	Needs to Improve	Unsatisfactory
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 Input Provided By (if applicable) INITIALS _____ Date

 Signature of Evaluator Title of Evaluator Date

 Signature of Co-Evaluator (if applicable) Title of Co-Evaluator Date

 Signature of Reviewer (if applicable) Title of Reviewer Date

 Signature of Employee Date

This evaluation has been discussed with me. Signing the form does not necessarily mean that I agree with all the ratings. Within ten (10) working days, employee may respond in writing to the evaluation before it is placed in the personnel file. Only the evaluation procedures and not the contents of an evaluation shall be subject to the grievance procedure. An employee who is not satisfied with the contents of a performance evaluation shall, upon his/her written request, be granted a review conference with the Assistant Superintendent, Human Resources. The Assistant Superintendent's decision regarding the disposition of the contents of the evaluation shall be final.

DISTRIBUTION: Classified Human Resources Supervisor Employee

CLASSIFIED PERFORMANCE EVALUATION RUBRIC

INITIATIVE – Extent to which employee applies himself/herself to his/her responsibilities and seeks to improve the level of work by initiating action on his/her own to accomplish the task.

Unsatisfactory – Avoids responsibility.

Needs to Improve – Reluctant to accept assigned duties.

Satisfactory – Accepts delegated duties willingly.

Outstanding – Initiates additional duties and responsibilities.

QUALITY – Extent to which employee's work is free from errors and omissions. Employee is capable of effective communication. Employee is capable of expressing thoughts in a logical manner and sequence, using appropriate mechanisms (if applicable).

Unsatisfactory – Consistently produces work with major errors and omissions.

Needs to Improve – Work frequently contains errors or shows poor workmanship.

Satisfactory – Work is adequate with occasional errors.

Outstanding – Frequently produces work error free work.

COMPLETENESS AND PRODUCTIVITY – Extent to which employee's quantity and completion of work is carried through with all details addressed in a timely manner.

Unsatisfactory – Work is seldom carried through to completion. Tends to obstruct work output.

Needs to Improve – Final details sometimes need attention. Not very productive in job assignment.

Satisfactory – Work is normally completed with attention to details. Produces work consistently.

Outstanding – Very thorough with attention to details. Frequently performs more than the normal workload for this assignment.

JOB RELATED KNOWLEDGE AND SKILLS – Extent to which employee possesses, learns and applies the necessary knowledge and skills to perform the job.

Unsatisfactory – Restricted in his/her work because of lack of information or knowledge. Does not possess or apply adequate skills to perform at an acceptable level.

Needs to Improve – Requires greater knowledge and information to perform the job. Irregularly applies some of the necessary skills.

Satisfactory – Possesses and applies adequate knowledge and skill to perform the job.

Outstanding – Possesses and applies high level of knowledge and skill to perform the job.

SAFETY – Extent to which employee is knowledgeable of and practices proper rules of safety to protect self and others.

Unsatisfactory – Regularly ignores safety rules.

Needs to Improve – Exhibits reluctance in accepting safety procedures and practices.

Satisfactory – Accepts and practices safety in the workplace.

Outstanding – Exhibits a high degree of conscientiousness for safety in the workplace.

ABILITY TO WORK WITH OTHERS – Extent to which employee willingly cooperates with District employees and the public. Employee adapts with a minimum of difficulty to changing circumstances.

Unsatisfactory – Regularly creates problems with people.

Needs to Improve – Has difficulty in dealing with people.

Satisfactory – Gets along well with others.

Outstanding – Does a commendable job of working with others.

ACCOUNTABILITY – Extent to which employee accepts responsibility for his/her actions.

Unsatisfactory – Responsibility is consistently avoided.

Needs to Improve – Sometimes avoids responsibility.

Satisfactory – Accepts responsibility for his/her actions.

Outstanding – Readily accepts responsibility for his/her actions.

ATTENDANCE/PUNCTUALITY – Extent to which employee is absent from the job without approval. Employee is prompt during scheduled work periods.

Unsatisfactory – Attendance and/or punctuality is undependable.

Needs to Improve – Has difficulty in reporting to work and returning from breaks on time.

Satisfactory – Usually punctual in reporting for work and returning from breaks on time.

Outstanding – Makes a point of always trying to be on time for work and returning from breaks on time.

SUPERVISORY ABILITY – Extent to which employee is competent in decision-making, communicating, motivating and directing subordinates.

Unsatisfactory – Staff is disorganized and works without direction.

Needs to Improve – Doesn't use available resources. Staff frequently questions his/her actions.

Satisfactory – Sets and enforces job standards. Keeps staff informed of policies, procedures, rules, and regulations.

Outstanding – Achieves willingness and cooperation from staff to accomplish work.