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**TENTATIVE AGREEMENT  
BARSTOW COMMUNITY COLLEGE DISTRICT TO THE  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 176**

**September 13, 2021**

The collective bargaining proposal presented herein by the Barstow Community College District (District) to the California School Employees Association and its Chapter 176 (CSEA) is expressly made pursuant to the Educational Employment Relations Act and the Collective Bargaining Agreement between the parties.

The following articles shall be deemed to remain unchanged in the Collective Bargaining Agreement except as set forth below:

**ARTICLE 15**  
**JOB PERFORMANCE EVALUATION**

**15.1 EVALUATION FORM:** The Classified Performance Evaluation Form, Appendix C, is incorporated as part of this Agreement, and shall be the only form used to evaluate classified employees, **except as indicated herein.**

**15.2 EMPLOYEES TO BE EVALUATED:** Each regular/permanent classified employee shall be evaluated once a year, and the evaluation shall occur **between JuneApril 1 and JuneMay 30 of each calendar year. within 30 days before or after the employee's hire anniversary date.** Evaluations for an employee with a one-year probationary period shall be performed at least by the end of the sixth month, and again by the next to last month of the probationary period. Where appropriate, the evaluation may offer suggestions on areas where the employee can improve.

**15.3 PERSON TO COMPLETE EVALUATION:** The person to complete the employee's performance evaluation shall be the employee's supervisor who is immediately responsible for the work of the employee. The supervisor is defined as the person who reviews AND checks the daily work of the employee and is the one who is most closely acquainted with the employee's work performance. For purposes of this section, the evaluating supervisor shall not ask any bargaining unit member to provide the sole input in an area of evaluation. Should a change in supervision occur, the outgoing supervisor may conduct an unscheduled evaluation within 10 business days. When this situation occurs, the new supervisor will only evaluate the period of time for which the employee reported to them. If the supervisor determines they have not had adequate time to evaluate an employee they may opt to fill out the evaluation form as "not observed" and will document the reason why. No Bargaining Unit member shall be evaluated by any student, faculty, or staff, nor shall the evaluating supervisor solicit any feedback from students in conducting the evaluation. An employee may complete a self- evaluation, utilizing the Performance Evaluation Report, Appendix C, or provide input to his/her evaluation but is not required to do so.

**15.4 COMPLETING THE EVALUATION FORM:**

**15.4.1** The purpose of the evaluation is to provide an opportunity for the employee and supervisor to have an open discussion concerning the employee's

51 performance, and to develop plans for maintaining a high performance level,  
52 setting goals, or improving performance, as warranted. The performance  
53 evaluation also serves to document the employee's performance over the  
54 period specified specific period. The performance evaluation is intended as  
55 a tool for constructive feedback and not discipline; however, performance  
56 evaluations can be used as evidence in a disciplinary process  
57

58 **15.4.2** Upon receiving the evaluation form, and in order to facilitate the primary  
59 purpose of the evaluation meeting, the employee will have the opportunity to  
60 discuss the evaluation with the supervisor.  
61

62 **15.4.3** When a supervisor has a concern about an employee's performance,  
63 the employee should be made aware of the problem at the time of  
64 occurrence, so the employee has the opportunity to take corrective  
65 action prior to the preparation of the evaluation. Performance issues  
66 which would lead to a rating of not satisfactory or to comments in  
67 Section three (3) of the evaluation form which have not been brought  
68 to the attention of the employee before the performance evaluation,  
69 will not be included in the employee's performance evaluation, but  
70 may be included in the professional development/improvement plan  
71 (Appendix C-1).  
72

73 **15.4.4** An employee's work performance shall be evaluated by placing an X  
74 in the appropriate box opposite the factor being reported. In addition,  
75 the supervisor should state in the appropriate section the employee's  
76 job strengths, progress in achieving set goals, goals set for the next  
77 year, and any performance deficiencies or job behavior requiring  
78 improvement or correction.  
79

## 80 **15.5 THE EVALUATION MEETING:**

81  
82 **15.5.1** During the evaluation meeting described in 15.4.1 the supervisor shall explain  
83 to each employee the following:  
84

- 85 **A.** The purposes of performance evaluations and of the professional  
86 development / improvement plan if one is implemented.  
87  
88 **B.** For probationary employees, the significance of evaluations during the  
89 probationary period.  
90  
91 **C.** The basis or reasons for the specific evaluations.  
92  
93 **D.** Where appropriate, suggestions for changes.  
94  
95 **E.** The employee's right to respond to the evaluation in writing which will be  
96 placed in his or her their file with the evaluation.  
97

98 **15.5.2** The supervisor and employee retain the right to mutually agree to an informal  
99 employee professional development/improvement plan; if agreement is not  
100 reached and the overall rating of the employee is "Requires Improvement" or

101 “Not Satisfactory”, the professional development/improvement plan developed  
102 by the supervisor shall be implemented.

103  
104 **15.5.3 OTHER INSTRUCTIONS:**

- 105  
106 **A.** The supervisor shall sign the performance evaluation form and obtain the  
107 signature of the employee at the time of the evaluation meeting.  
108  
109 **B.** The supervisor shall submit the completed form to his their immediate  
110 supervisor for review and signature.  
111  
112 **C.** The supervisor may make a copy of the performance evaluation form for  
113 his or her their own files.  
114  
115 **D.** The supervisor shall give the employee a copy of the completed evaluation  
116 and if applicable the professional development / improvement plan.  
117  
118 **E.** The original copy of the evaluation and if applicable the professional  
119 development / improvement plan shall be sent to the Human Resource  
120 Office.  
121

122 **15.5.4** No additional comments pertaining to the employee’s performance  
123 evaluation form are to be entered by the District on the performance  
124 evaluation form subsequent to the evaluation meeting.  
125

126 **15.6 DEFINITION OF COLUMNS:**

- 127  
128 **1. EXCEEDS STANDARDS:** A check in this column indicates that the employee's  
129 work is better than satisfactory.  
130  
131 **2. MEETS STANDARDS:** A check in this column indicates that the employee's work  
132 is definitely and consistently satisfactory.  
133  
134 **3. REQUIRES IMPROVEMENT:** Employees whose overall evaluation falls into this  
135 category usually require a professional development / improvement plan and close  
136 supervision in order to meet fully the established work standards. The supervisor  
137 must provide specific information, observations, or and/or documentation to  
138 support the rating.  
139  
140 **4. NOT SATISFACTORY:** A check in this category indicates the employee is not  
141 meeting minimal expectations in the related factor and must take immediate  
142 corrective action. The supervisor must provide specific information,  
143 observations, or and/or documentation to support the rating. If the employee is  
144 rated overall “not satisfactory” he or she they will be advised of their right to  
145 have representation at the evaluation meeting, and the employee and  
146 supervisor will then schedule an additional meeting to work together to  
147 create a professional development / improvement plan. will be implemented.  
148 A unit member may request representation during meetings discussing  
149 outcomes from the professional development / improvement plan meetings.  
150

151 **5. DOES NOT APPLY:** A check in this category indicates the category does not  
152 apply to that position.

153  
154 **15.7** The content of evaluations and the professional development / improvement plan of  
155 permanent and regular employees will not be subject to the grievance procedures.  
156 Procedures of performance evaluations and the professional development /  
157 improvement plan specified herein will be subject to the grievance procedures.

158  
159 **15.8 Digital Evaluation Pilot: The parties acknowledge that ACCJC has offered**  
160 **constructive criticism regarding the need for a modernized evaluation system. For**  
161 **evaluations initiated during the 2022-2023 and 2023-2024 college years, CSEA and**  
162 **the District agree to pilot a digital evaluation tool via the District's NeoGov system.**

163  
164 **15.8.1 During the pilot program, the standards, factors, and ratings included in the**  
165 **Performance Evaluation Report (Appendix C) shall be utilized in the NeoGov**  
166 **digital evaluation tool.**

167  
168 **15.8.2 During the pilot period, digital signatures shall be deemed acceptable for the**  
169 **issuance and/or acknowledgement of evaluation ratings.**

170  
171 **15.8.3 The District and CSEA may periodically meet and discuss relative strengths**  
172 **and weaknesses observed of the digital tool. The District and CSEA agree to**  
173 **mutually reopen Article 15 for successor negotiations, for the purpose of**  
174 **addressing any observed deficiencies with the NeoGov evaluation tool, or to**  
175 **modify standards, factors, and/or ratings for purposes of clarifying use of**  
176 **the system.**

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179  
180 FOR THE DISTRICT

181   
182 [Jennifer Burchett \(Oct 14, 2021 12:47 PDT\)](#)

183 Jennifer Burchett

184 

185 Joshua Taylor

186   
187 [Eva Bagg \(Oct 20, 2021 13:02 PDT\)](#)

188 Dr. Eva Bagg

180 FOR THE ASSOCIATION

181 *Jessica Tainatongo*

182 Jessica Tainatongo – Chapter #176 President

183 *Samera Kabir*

184 Samera Kabir

185 *Adrienne Rodriguez*

186 [Adrienne Rodriguez \(Oct 12, 2021 08:28 PDT\)](#)

187 Adrienne Rodriguez

188 *Michelle Berndt*

189 Michelle Berndt

190 *Stephanie Ingalls*

191 Stephanie Ingalls

192 *Shadee Johnson*

193 Shadee Johnson

10/13/21

Date

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