Response to Yosemite Community College District Recommendation #1

District Recommendation #1: In order to fully meet the standard and improve the effectiveness of its human resources, the team recommends the systematic evaluation of all personnel at stated intervals with appropriate documentation. (Standards III.A, III.A.1.a.)

YCCD Human Resources maintains all employee evaluation data and information to assist the colleges in effectively identifying which employees are in need of evaluation as outlined in each constituent group’s contract or handbook. Appropriate information will be sent to Modesto Junior College, Columbia College, and Central Services and will include employee name, position title, evaluation code, immediate supervisor name, last evaluation date and next scheduled evaluation date.

The District Human Resources office will maintain evaluation tracking and generate reports to monitor the oversight and effective implementation of all employee evaluations. In addition, the colleges will maintain their own evaluation tracking spreadsheets and processes to ensure that once notified by Human Resources of evaluations due dates, that evaluations are conducted, and the results are forwarded to Human Resources.

Classified Process

The evaluation process for classified staff requires that permanent employees be evaluated every two years and probationary employees shall be formally evaluated two times during the one-year probationary period. The first evaluation shall occur during the first three (3) months and the second during the following six (6) months of employment.

As part of the evaluation process and per the contract, Human Resources will send out quarterly report notifications to each supervising manager beginning July 1 of each fiscal year. These reports provide the supervisor with a complete evaluation status of classified staff in their department. The report provides the employee’s evaluation cycle, last evaluation date and next scheduled evaluation date. It serves as a tracking record for supervisors showing which evaluations are due and which have been completed and received by Human Resources. Evaluations must be completed within 30 days of the due date and forwarded to Human Resources for recording and filing.
Human Resources will monitor progress and document completed evaluations. If evaluations are not received within one month of the due date, the college president or appropriate vice chancellor will be notified.

**Leadership Team Process**

The process for leadership team members requires that employees be evaluated every year. As part of its evaluation process and per the Leadership Team Handbook, Human Resources will send out quarterly report notifications to each supervising manager beginning July 1 of each fiscal year.

These reports provide the supervisor with a complete status of their department or college. The report provides the employee’s evaluation cycle, last evaluation date and next scheduled evaluation date. It serves as a tracking record for supervisors showing which evaluations are due and which have been completed and received by Human Resources.

Human Resources will monitor progress and document completed evaluations. The college president or appropriate vice chancellor will be notified quarterly of all overdue evaluations beginning July 1 of each fiscal year.

**Faculty Process**

The evaluation process for faculty requires that tenured/regular faculty will be evaluated once every three academic years during the spring semester. Contract/probationary faculty will be evaluated in the fall semester each academic year until tenure is awarded.

As part of the evaluation process and per the contract, Human Resources send out notifications and due dates for fall and spring evaluations to the college presidents on August 1 and January 1. The reports will provide to the managing supervisor the employee’s evaluation cycle, last evaluation date, and next scheduled due date.

Human Resources will monitor progress and document completed evaluations. The college president will be notified prior to the start of each term, on August 1 and January 1, of all overdue evaluations.

YCCD Human Resources will update all employee evaluation data and information files to document the completion of the evaluation process for each employee.
Evaluation

During this past year, the Human Resources evaluation tracking process was updated to include full time faculty evaluations. The Human Resources office worked in conjunction with the District vice chancellors, college presidents, and vice presidents to fully implement the system. All parties have a clear understanding of the process and scheduled timelines.

Planning Agenda

Both college presidents will continue to work with the Vice Chancellor of Human Resources and Information Technology to ensure the evaluation tracking process supports the District and both colleges’ efforts to complete evaluations in a timely manner. The District Human Resources will provide the necessary oversight to ensure that current evaluations are maintained in the employee’s personnel files.
District Recommendation 1-3 Evidence

1: CSEA Contract

2: Contract YFA

3: Leadership Team Handbook