



**Chapter 180**



**Palo Verde College**

# **AGREEMENT**

*Between*

**PALO VERDE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

*and*

**CALIFORNIA SCHOOL EMPLOYEES  
ASSOCIATION AND ITS CHAPTER 180**

Effective

**July 1, 2012 to June 30, 2015**

*September 14, 2012 Version*

## **2012 NEGOTIATION TEAM MEMBERS**

### **ASSOCIATION REPRESENTATIVES**

**Rich Soto**, CSEA Chapter 180 President  
**Suzanne Woods**, CSEA Ch. 180 Vice-President  
**Denise Taylor**, Negotiations Team Member  
**Jonathan Martin**, Negotiations Team Member  
**Dale Wissman**, CSEA Labor Relations Rep.

### **DISTRICT REPRESENTATIVES**

**Denise Whitakker**, Palo Verde College President  
**Kay Ragan**, Vice-President Student Services  
**Debbie Mitchell**, Human Resources Manager  
**Russi Egan**, Fiscal Services Manager

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## Article 7

### EVALUATIONS, PROBATION, AND PERSONNEL RIGHTS

[CSEA agrees to form a separate committee to update and revise the evaluation form used for bargaining unit members. CSEA will appoint two representatives, and the District will appoint two representatives to an advisory committee. The Human Resources Manager, or management/confidential designee, will be the non-voting chair of the committee, which will be tasked with recommending a revised, updated evaluation form to their respective bargaining teams for negotiations to be implemented in the 2012-2013 fiscal year.]

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#### Section 1. Evaluation Procedures

- A. All eligible employees will be evaluated on the criteria of job performance. New employees will be evaluated during the third, sixth, and ninth months after date hired. Regular employees will be evaluated at least annually during April.
- B. Eligible employees will be evaluated by their immediate supervisors. Evaluations will subsequently be reviewed by Administration.
- C. The supervisor will complete an evaluation form for classified positions.
- D. The supervisor will conduct an evaluation with employee, explaining the purpose of the interview, and commenting upon the completed evaluation form.
- E. The employee will be permitted to make written entries on the form; then will sign the form indicating that he/she has reviewed its contents.
- F. One copy of the evaluation form will be given to the employee, one will be retained by the evaluator, and one will be forwarded for review

by higher authority and filed in the employee's personnel file.

Section 2. Increment Advancement

Satisfactory evaluations will permit the employee to receive an incremental increase (annual increase for years of satisfactory service) for salary schedule proposed in July following the evaluation, assuming that such an increment is provided from thereon.

Unsatisfactory evaluation will result in no incremental increase until job performance has met the criteria of performance as subsequently evaluated by the immediate supervisor. This evaluation shall be conducted no later than three months following the unsatisfactory evaluation. A new employee must be hired by April 1 of a fiscal year to be eligible for the annual incremental increase on July 1.

Section 3. Permanent Employees

A permanent employee is a bargaining unit member who has successfully completed his/her initial twelve (12) month probationary period, and thus is afforded all the rights of a permanent employee.

Section 4. New Employee - Initial Probationary Period

New employees to the District, or past employees who have not been in service to the District for over thirty-nine (39) months shall be subject to an initial probationary period of twelve (12) months, and considered probationary employees. A probationary employee may be dismissed for any reason, at the sole discretion of the District.

Section 5. Permanent Employee - Promotional Probationary Period

See Article 5, Section 3, Paragraph B.

Section 6. Personnel Files

The personnel file of each classified employee shall be maintained at the District's Business Services Office. All personnel files shall be kept in confidence, and shall be available for District inspection at all times, and shall be made available to the individual for inspection in the office upon request. All personnel files shall not be made available to any other person or agency without written consent of the employee. Employees shall be provided with copies of any derogatory material ten (10) workdays before its placement in the employee's file.

Derogatory material shall be defined as any material, which reflects adversely upon an employee's job performance. The employee shall be given an opportunity during normal working hours and without loss of pay to initial and date the material and to prepare a written response to such material. Any person who places written material or drafts written material for placement in an employee's file shall sign the material and signify the date on which such material was drafted.

Any written materials placed in a personnel file shall indicate the date of such placement. No disciplinary action shall be taken for any cause that arose more than two (2) years preceding the date of the filing of a notice of disciplinary action. (Ref. Education Code 88013)