

CONTRACT ARTICLES/LANGUAGE	PROCESS
<p>Temporary Employees: While the contract is silent, campus practice is that temporary employees shall be evaluated at least once every appointment period, but not less than once per year.</p> <p>Probationary Employees - Article 11.3: One Year Probation - All employees shall serve an initial probationary period of twelve (12) months of continuous full-time credited service. Time required to complete the P.O.S.T.* Basic Academy training or equivalent shall not be credited service for the completion of the probationary period.</p> <p>Permanent Employees - While the contract is silent, campus practice is that all permanent employees shall be evaluated annually.</p> <p>In order to provide the proper performance documentation to comply with Article 12.9, a promotion is advancement to a higher classification/rank. Promotion to Corporal or to Sergeant from within the bargaining unit on a campus shall be based on the abilities, qualifications and performance of an employee, at the sole discretion of the President, and shall not require posting a new position.</p>	<p>Temporary Employees: Evaluate at least once before the end of the temporary appointment.</p> <p>Probationary Employees - 1 Year Probation: Evaluate by the end of the 3rd and 6th months, and by the beginning of the 11th month, of the one-year probationary period.</p> <p>Permanent Employees: Evaluate annually.</p> <p align="center">Process</p> <p><u><i>Temporary, Probation &/or Permanent Employees</i></u></p> <ul style="list-style-type: none"> ▶ The employee shall be provided with a copy of the official performance evaluation which is to be placed in his/her personnel file prior to such placement. ▶ Evaluations shall be signed by the evaluator and the employee. ▶ The employee shall be given the opportunity to discuss the evaluation in a meeting with the appropriate administrator. Such a meeting shall take place at a mutually acceptable time and location. ▶ Performance Evaluations shall be in writing and shall be placed in the employee's personnel file.