SEIU LOCAL 521 PROPOSALS TO Kern County

SEIU RESERVES THE RIGHT TO MODIFY, DELETE OR ADD TO THE FOLLOWING PROPOSALS

Performance Evaluations.

Employee performance evaluation reports are submitted to the Human Resources Division at the three and six month probationary dates, and annually on the hiring anniversary date. For those employees subject to a twelve month probationary period, evaluation reports are filed at three, six, nine and twelve month intervals from date of hiring, and thereafter annually on the employee's anniversary date. The evaluation form, which specifies the due date, will be sent to each department head approximately two pay periods in advance.

An employee can elect to have a Union Representative for their Performance Evaluation meeting.

Process. The mechanics of the performance evaluation are explained in the Rater's Guide for Employee Performance Reports. Department heads are to ensure the employees are counseled on their performance. The employee's signature is required on the report. An employee who disagrees with the rating may file a written statement of reasons within 30 days after the date the evaluation is finalized~~prepared~~. This statement must be signed by the employee and department head and attached to each copy of the rating form.

If employee disagrees with their EPR at the department head level, the employee can request binding mediation.

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Record Maintenance. The Chief Human Resources Officer maintains records of evaluation ratings for use in promotional examinations, determining order of layoff and reinstatement, and for recommendations relating to transfer, demotion, and removal. The department retains a copy for the employee's file. The original is placed in the employee's official personnel file.

Termination. A performance evaluation report must be completed when employment is terminated, including retirement. These reports may be used if reinstatement or reemployment is considered.

Evaluation ratings shall be confidential except that employees may, upon application at the County Human Resources office, ascertain their own rating.

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Special Performance Evaluations. A special performance evaluation should be completed when a change of raters occurs within an annual cycle and at any time for commendation or disciplinary action.