

# PERSONNEL MATTERS

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## REASONABLE ACCOMMODATION

Riverside Community College District provides reasonable accommodations to qualified managers and employees with disabilities within the meaning of the California Fair Employment and Housing Act and the Americans with Disabilities Act. This would include accommodations for those employees who are returning to work after a long illness or injury (whether or not workers' compensation related) and whose health care providers have indicated the employee may return to work with restrictions/limitations (permanent or temporary). To request a reasonable accommodation review contact Human Resources and Employee Relations Administrative Manager for the appropriate paperwork to start the review. AP 3447

<http://www.rccd.edu/administration/board/New%20Board%20Policies/3447AP.pdf>

## PERSONNEL FILES

The official personnel file of each manager is maintained in the Office of Human Resources and Employee Relations. AP 7145

<http://www.rccd.edu/administration/board/New%20Board%20Policies/7145AP.pdf>

## Derogatory Material

Managers shall be provided with copies of any derogatory material before it is placed in the manager's official personnel file housed within the Office of Human Resources and Employee Relations. Within ten days of receipt of the derogatory materials, the manager may submit a written response to the Vice Chancellor of Human Resources and Employee Relations as an attachment for inclusion in the official personnel file.

## Right to Examine

A manager shall have the right to examine and/or obtain a copy of any material from his/her personnel file with the exception of material that includes ratings, reports, or records which were obtained prior to employment with the District. All managers who wish to examine their personnel file may do so by making an advance appointment with a member of the Office of Human Resources and Employee Relations.

## Confidentiality

Personnel files are private and confidential documents and shall not be accessed without a legitimate business necessity.

## PERFORMANCE EVALUATIONS and PROBATIONARY STATUS

The District values its managers and the critical role they play. The District employs a formal evaluation process that is systematic, timely and objective; recognizes management strengths; and is designed to address deficiencies and improve management performance when necessary. Informal and continuous communication between a manager and his/her supervisor is encouraged.

The District's management evaluation process strives to meet institutional needs, promote innovation, encourage initiative, develop individual professional competencies, and assist in the determination of promotion and retention. The Management Performance Evaluation guidelines and forms can be obtained from Human Resources and Employee Relations. BP/AP 7150.

<http://www.rccd.edu/administration/board/New%20Board%20Policies/7145AP.pdf>

## Probationary Period

The management employee probationary period shall be nine (9) months in duration. Supervisors shall receive a notice to provide employees with performance feedback at the 2<sup>nd</sup>, 5<sup>th</sup>, and 8<sup>th</sup> month of employment. While the probationary period may be extended an additional three (3) months to equal no more than twelve (12), such should occur only in unusual circumstances; and never without the express authorization of the Vice Chancellor of Human Resources and Employees Relations, whom the Chancellor has delegated as designee in relation to this matter.

If the probationary period is extended from nine (9) months to twelve (12) months, the supervisor shall receive an evaluation notice at the 11<sup>th</sup> month to notify the employee of successful completion of the probationary period or release from probationary position.

In cases of extension of probationary period or release from probation, the supervisor must first consult with the Vice Chancellor of Human Resources and Employee Relations prior to the taking of any action.

## Frequency

Subsequent to this probationary evaluation process managers will be evaluated during their 2<sup>nd</sup> year then at least once every three years thereafter. Unscheduled evaluations may be conducted at the discretion of the immediate supervisor subject to the approval of the President or designee or Chancellor or designee.

## REPORTING DISCRIMINATION OR HARASSMENT

The District's Compliance Officer located within the Office of Human Resources and Employee Relations is available to assist students, faculty, staff and visitors with problems or questions regarding discrimination and harassment. For more information on reporting procedures or to download a copy of the District Complaint form, please visit Human Resources Employee Relations web site at <http://www.rccd.edu/administration/humanresources/DEC/Pages/index.aspx>  
AP 3435 <http://www.rccd.edu/administration/board/New%20Board%20Policies/3435AP.pdf>

## HOW TO REPORT

If you experience or witness what you believe to be unlawful discrimination or harassment please document the following information:

- Date, time and location of the incident;
- Names and contact information for those involved and possible witnesses, if known;
- Detailed information regarding the incident(s) observed;
- Report your concerns and problems by calling 951-222-8039.