

- B. The District shall establish the daily beginning and the ending times for all classified employees. The beginning time for any employee while assigned to a particular classification shall not be changed by more than two hours unless there is either mutual agreement between the District and the employee or layoff procedures are followed.
- C. Subject to applicable education code provisions, the District may classify certain employees for assignment to ten-hour-per-day, four-day-per-week positions. Employees serving in such positions shall be entitled each year to the same number of total hours and authorized leaves of absence, vacation hours, holiday hours, and fringe benefits as granted to an employee who works a regular eight-hour, five-day week.
- D. Classified employees regularly assigned six or more hours per day shall be allowed two fifteen-minute rest periods during each day, to be set by their supervisor; one such rest period to be taken during the first half of the shift, and one to be taken during the second half of the shift. Rest periods are not cumulative nor can they be combined with the meal breaks to shorten the workday. Employees working less than six hours shall be entitled to one fifteen-minute rest period during each day.
 - 1. All employees regularly assigned five or more hours per day shall be entitled to an uninterrupted lunch period. The lunch period shall be unpaid and shall be for at least thirty minutes. The lunch period shall be scheduled near the midpoint of the employee's workday.
 - 2. Those employees who are authorized to work on a day other than their normal scheduled workday shall take the lunch period.

1000 Performance Evaluation

- A. The performance of confidential employees shall be reviewed and evaluated periodically.
 - 1. Permanent employees shall receive a written evaluation at least once each year that shall normally occur during the month of the employee's anniversary date. One additional evaluation may be requested by the employee each year.
 - 2. Probationary employees shall receive written evaluation at the end of the second month and each third month thereafter during the probationary period.
 - 3. Evaluation of confidential employees shall be conducted by the employee's immediate supervisor.
 - a. All evaluations conducted by persons not designated as "management" shall be reviewed and countersigned by the designated management person assigned to the area of employment of the employee in question.
 - b. The evaluation form shall be signed by the evaluator, the employee being evaluated, and the management person. The employee's signature indicates only that the employee has seen the evaluation and does not necessarily indicate concurrence with the evaluation. The evaluator shall discuss, with the employee, the contents of the evaluation and shall provide the employee with a copy at this time.
 - c. A copy of each evaluation shall be placed in the employee's personnel file. The employee may submit an attachment to the evaluation if it is believed that clarification of the employee's position is desired or if the employee believes statements on the evaluation are incorrect. Further, an employee may, within five calendar days of receipt of his or her evaluation, request a conference with the next level of supervisor above

the one signing the evaluation, for the purpose of contesting that the evaluation contains specific factual statements which are false. In such event, such supervisor shall meet with the employee as soon thereafter as is reasonably possible. The evaluation shall not be placed in the personnel file until such meeting has been held.

- B. Unscheduled informal performance evaluation reports recognizing outstanding employee performance may be made at any time by the employee's supervisor. Such reports shall be made a part of the employee's personnel file with the employee's permission.
- C. Only the evaluation procedure and not the evaluation itself shall be grievable.
- D. In the event the evaluator assigns a marking of "improvement needed" or "unsatisfactory", the evaluator shall include an explanation of the reason(s) for such markings, and/or provide recommendations for ways to improve performance. The foregoing shall not apply where the evaluator is recommending termination.

1100 Personnel Files

- A. Personnel files of confidential classified employees shall be maintained at the District Personnel Office. Such files shall be available for inspection as set forth hereafter. There shall be no right of inspection to any other files relating or pertaining to classified employees which may be kept by an individual administrator or others. Disciplinary actions taken against an employee may be based only on materials contained or placed in the personnel file.
- B. Every employee shall have the right to inspect his or her personnel file upon request provided that the request is made at a time when such person is not actually required to render services to the District and when the personnel clerk responsible for files, or other appropriate person, is available to be in attendance. Personnel file material that may not be inspected includes such materials as ratings, reports, or records that were obtained in conjunction with the employment or promotional processes. (E. C. Section 87031).
- C. Information of a derogatory nature, except materials mentioned in B above, shall not be entered or filed unless and until the employee is given notice and the opportunity to review and comment thereon. An employee shall have the right to enter, and have attached to any such derogatory statement, his own comments thereon. Such review shall take place during business hours, and the employee shall be released from duty for this purpose without salary reduction. (E. C. Section 87031).
- D. All employees who want to inspect their personnel file shall ordinarily make an advance appointment. Personnel files shall be available for inspection during regular office hours each day the office is open for business. At least two days each week the office shall be opened during the noon hour.
- E. All material of an evaluative nature placed in the personnel file shall indicate the date it was prepared or placed in the file and who was responsible for its preparation.