(4) The continuing costs of ownership (for up to six months) of the vacant former home after the settlement or lease date of the employee's new permanent home, such as maintenance of buildings and grounds (exclusive of fixing-up expenses), utilities, taxes, and property insurance.

(5) Other necessary and reasonable expenses normally incident to relocation, such as the costs of canceling an unexpired lease, transportation of personal property, and purchasing insurance against loss of or damages to personal property. The cost of canceling an unexpired lease is limited to three times the monthly rental.

(c) Allowable relocation costs for new employees are limited to those described in paragraphs (b)(1) and (2) of this section. When relocation costs incurred incident to the recruitment of new employees have been charged to a Federal award and the employee resigns for reasons within the employee's control within 12 months after hire, the non-Federal entity must refund or credit the Federal Government for its share of the cost. If dependents are not permitted at the location for any reason and the costs do not include costs of transporting household goods, the costs of travel to an overseas location must be considered travel costs in accordance with § 200.474 Travel costs, and not this relocations costs of employees (See also § 200.464).

(d) The following costs related to relocation are unallowable:

(1) Fees and other costs associated with acquiring a new home.

(2) A loss on the sale of a former home.

(3) Continuing mortgage principal and interest payments on a home being sold.

(4) Income taxes paid by an employee related to reimbursed relocation costs.

VI. MANAGEMENT PROFESSIONAL DEVELOPMENT/EVALUATION

No later than September 30th of each calendar year the supervisor and employee will meet to initiate the evaluation process. This meeting will entail the review of prior goals, if applicable, and the establishment of new goals for the current year. By October 31st of each year, the committee shall be formed. The committee will meet and review survey information. The committee will develop a summary of the survey for the supervisor. The final evaluation report shall be provided to the evaluate no later than January 30th of each calendar year.

Evaluations shall form the basis for the Chief Human Resources Officer or designee to make recommendations for management development, professional leaves, and other activities related to professional development and upward mobility.

In the case of campus Directors, Deans, and Vice Presidents, the committee shall include the supervising manager as chairperson, one manager appointed by the President, one faculty member appointed by the Academic Senate, and one classified employee appointed by CSEA.

In the case of the College Presidents, the committee shall include the supervising manager as chairperson, one manager appointed by the Chancellor, two faculty members appointed by the Academic Senate, and one classified employee appointed by CSEA.

In the case of the district-level Directors, Executive Directors, Associate Vice Chancellor(s), Vice Chancellor(s) and Executive Vice Chancellor(s), the committee shall include the supervising manager as chairperson, one manager appointed by the Chancellor, one faculty member appointed by the Academic Senate at San Bernardino Valley College, one faculty member appointed by the Academic Senate at Crafton Hills College, and one classified employee appointed by CSEA.

All supervisors and managers will be evaluated by the supervising manager.

In the event a committee member is unable to participate, an alternate can be appointed if selected prior to the first committee meeting. Once the committee has met, no new members may be added.

At the discretion of the supervising manager, committee meetings may take place using teleconference and/or video conferencing.

6.1 Performance Evaluation

The evaluation process is designed to give constructive feedback to managers about their job performance, defining both areas of strength and areas of needed improvement. The goals of the performance evaluation process are:

1. To recognize and acknowledge individuals who are performing in an outstanding manner.
2. To identify standards whereby each employee's performance can be measured.
3. To identify and provide assurance to those individuals who are performing satisfactorily.
4. To identify and assist individuals whose performance needs significant improvement.
5. To clarify job expectations and develop a prioritization of responsibilities where needed.
6. To involve the manager's supervisor and the manager in a constructive dialogue focused on increased job effectiveness, job satisfaction, development of a professional growth plan, and career development.

The major components of the performance evaluation consist of self-evaluation of performance, supervisor's evaluation of performance, and behavioral ratings.

6.2 Manager’s Self Evaluation

The manager will evaluate his/her own performance as it relates to the following areas:

1. Position description.
2. Management objectives, results – degree to which objectives have been completed.
3. Professional development.
4. Other: community activities, unanticipated responsibilities, special projects, etc.

6.3 Supervisor's Evaluation

The supervisor will evaluate the performance of the manager, which shall include taking into consideration the manager's self-evaluation, as shown below.

1. Performance of responsibilities as defined in the position description.

2. Degree of success in completing management objectives (goals), taking into consideration the degree of difficulty inherent in the objectives
3. Optional areas for professional growth

4. Work behaviors (as measured by Behavioral Rating Scales)
   a. Commitment to the management team.
   b. Ability to engage in cooperative relationships.
   c. Decision-making ability.
   d. Ability to develop positive relationships.
   e. Written and verbal skills.
   f. Supervisory skills (if appropriate).
   g. Time and resources management.

5. Other activities and responsibilities
   a. Participation in community organizations and in the committees of the College.
   b. Unanticipated activities.
   c. Special assignments and projects.
   d. Budget management including contributions to cost effectiveness.

6.4 Performance Conference

The supervisor and the manager will agree upon a mutually convenient time to review the manager's evaluation.

The manager, the supervisor(s), higher-level managers, and the Board of Trustees (when appropriate) may review the results. The manager should retain a copy of the supervisory evaluation, the manager's self-evaluation, and the behavioral rating scales (the listing of rater pool comments generated by the behavioral rating form should be given to the employee – no other copies are to be retained). The originals must be forwarded to the Human Resources Department who will arrange to place them in the manager's personnel file. The evaluation will be confidential with access limited to those persons who normally have access to the manager's confidential record.

The results of the evaluation will be used for planning, institutional improvement, professional improvement, professional development activities, and clarifying expectations.

6.5 Reconsiderations

Should a manager believe that they have been evaluated unfairly, they can add additional written comments that will be kept with the evaluation.

6.6 Professional Growth

Managers are eligible for tuition cost reimbursement from an accredited institute. Reimbursement will only be given for courses with a grade of "C" or better, class credit or equivalent grade, and which pertain to their position. Reimbursement shall not exceed the cost of 18 semester units of course work per year. Reimbursement is not allowed for courses carrying zero units. All courses must have prior approval from their supervisor and the Chancellor.

Managers will be provided with a training plan/calendar every academic year. Training will include, but is not limited to, the following:

Discipline (specific all bargaining units)

Conducting research for education (T5, Ed Code, APs/BPs)

10+1

Effective Communication

Infusing DEI into the workplace

Addressing student complaints, BIT/CARE, Student Conduct due process, Title IX (What managers need to know)

Free Speech on College campuses – (how to address populations affected, hate speech, etc.)

How to diffuse situations (students, colleagues, parents, etc.)

Bargaining Unit contracts

Emotional Intelligence, RCCA and Conflict Management – Reducing Negativity in the workplace

All employees of the District are encouraged to participate in district wide professional development events. Managers may also utilize events related to diversity in the work place and through hiring by requesting Equal Employment Opportunity Funds.

VII. SAVINGS CLAUSE

If during the life of this Plan, there exists any applicable law or any applicable rule, regulation, or order issued by governmental authority other than the district which shall render invalid or restrain compliance with or enforcement of any provisions of this Plan, such provision shall be immediately suspended and be of no effect hereunder so long as such law, rule, regulation, or order shall remain in effect. Such invalidation of a part or portion of this Plan shall not invalidate any remaining portions which shall continue in full force and effect.