

5.12 PROMOTIONS

Confidential employees may be promoted to a classification with a higher salary either within the same level or in a different level. Promotions must be to classifications that have been Board approved.

Promotional Trial Period. A permanent confidential employee shall serve in a trial status in a new position for no less than six (6) months of actual paid service following promotion. All paid leave except Extended Illness Leave (see section 5.15.4 Extended Illness Leave) shall be counted in satisfaction of the six (6) month service requirement. Return to the employee's former class will occur upon employee or District request during this trial period.

In the event an employee is deemed unsuccessful in the new position, or requests return he/she shall be entitled to reinstatement in the formerly held position, if available. If the formerly held position is not available, the employee may fill any opening in that class or a lower class for which the employee qualifies and chooses to accept.

5.13 EVALUATION PLAN

Employees in the confidential group shall be evaluated biennial every two (2) years in the month of April after completing probation.

Probationary confidential employees will be evaluated after three (3) months, six (6) months, and nine (9) months of service, and thereafter every two (2) years in the month of April. The evaluation shall form the basis for recommendations for development or other activities related to professional development. The District retains the right to conduct off-cycle evaluations at any time.

The evaluation process shall include a self-evaluation by the confidential employee and a performance evaluation by the supervisor. The self-evaluation and performance evaluation will be completed and submitted online via NEOED module.

The confidential employee will evaluate his/her performance in the following areas: accomplishments, challenges, professional development activities, support opportunities, and future goals. (see Appendix B).

The immediate supervisor will take into consideration the confidential employee's self-evaluation. The evaluation (Appendix B) will be comprised of the following components:

1. Performance of responsibilities as defined in the position description.
2. Optional areas for professional growth.
3. Work behaviors
 - Commitment to the District's mission
 - Ability to engage in positive, cooperative relationships
 - Decision-making ability
 - Written and verbal skills
 - Supervisory skills, if appropriate
 - Time and resources management
4. Other activities and responsibilities
 - Participation in community organizations and in committees of the college
 - Unanticipated activities

- Special assignments and projects
- Budget management including contributions to cost effectiveness

5.13.1 PERFORMANCE CONFERENCE

The confidential employee and the immediate supervisor will agree upon a mutually convenient time to meet for a review the confidential employee's evaluation, in the month of April on their scheduled evaluation year. The original evaluation will be forwarded to the Director of Human Resources, for placement in the confidential employee's personnel file.

5.14 PROFESSIONAL DEVELOPMENT/GROWTH INITIATIVE

Professional development allows for self-development, improvement, and growth within the profession. Several opportunities exist for growth and development to include undergraduate/graduate courses, degrees, certification programs, workshops, professional association meetings, mentorship programs, and professional conferences. A description of programs and activities that qualify as professional growth and development are provided below:

Course Designations

1. Job-Related Courses
 - a. Subject matter related to position occupied by employee, for example Technology, Leadership, Verbal and Written Communication Skills, Customer Service, or;
 - b. Related to position to which employee might logically advance from current position, or;
 - c. Knowledge gained from the course may be deemed beneficial to the department through participant's application of increased knowledge or skill.
2. General Education Courses Non-job-related courses are intended to improve the employee's education, knowledge, and understanding of the college and the community, in the belief that an enlightened, educated employee is a better employee.
3. Noncredit Courses Noncredit courses, such as conferences, workshops or seminars are those which meet the requirements for which grades are not normally awarded.
4. Non-college level courses and ungraded courses, such as conferences, workshops, or seminars
5. Service in job-related educational or professional associations, including holding elective office in: 1. Local association: one unit for full year in office. 2. County, state or national association: one unit for full year in office.

5.14.1 EDUCATION REIMBURSEMENT (DISTRICT CAMPUSES): EMPLOYEE

The District shall reimburse permanent confidential employees employed at least twenty (20) hours per week with one (1) year of service for credit courses, excluding community service courses, successfully completed with a grade of "C" or better at either of the two (2) District campuses provided all of the following conditions are satisfied:

- All classes must be taken outside of the regular scheduled working hours of the employee.
- Only those classes offered by either of the two (2) District campuses shall qualify for fee reimbursement.
- To qualify for enrollment fee reimbursement, an employee must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.
- Enrollment fee reimbursement shall be limited to the current enrollment fee per semester for each employee.