

## Summary of Changes to 2022-2025 VCCCD/SEIU Collective Bargaining Agreement

### Article VI

6.3 – Changes include: employees having an option to view their personnel file *remotely*, being granted additional release time for travel for in-person appointments, and having the option to request *electronic* copies of documents in the file. (\*Reminder: Employees are allowed one hour of release time, once per fiscal year)

### Article VII

7.1 – The Guidelines for Classified Employee Evaluation in Appendix C were substantially changed; See Appendix C.

7.1 – Language was clarified to ensure employee evaluations are completed prior to supervisory transitions.

7.2 – Probationary evaluations now need to be completed *twice* (at 3 months and 5 ½ months) instead of three times (2 months, 4 months, and 5 ½ months).

7.3, 7.4 – Performance Evaluation language was changed from “meets expectations” to “effective.” (\*Reminder: Information supporting ratings is required in comments section)

### Article VIII

8.13 – Language was added to clarify that all overtime must be approved *in advance*.

8.16 – Language defining a “qualified employee” was updated.

8.19 – Differential rate for split shift was increased.

8.20 – Differential rates for swing shifts and graveyard shifts were increased.

8.22 – Required advance notice of any change in schedule was changed from 15 days to 30 calendar days.

### Article IX

9.1 – Changes include: salary increases of 8% to the salary schedule effective July 2022, a 4% increase effective July 2023, and an additional one-time, lump-sum, off-schedule, 2% payment of employee’s annual salary.

9.2 – The rates of longevity pay were increased.

9.12 – A “Me-too” clause was added regarding salary increases.

### Article X

10.1 – Language was added regarding any such requirement for uniforms to be in writing.

## **Article XI**

11.8 – Added option for calling-out via text or email.

11.11 – Title changed from “Part-Time Sick Leave” to “Half-Pay Sick Leave.”

11.17 – Moved this section up (formerly 11.18).

11.18 – Moved this section down (formerly 11.17); added language stating that, *if authorized by the Chancellor or designee and in consultation with the union*, all accumulated vacation, floating holidays, and compensatory time does not need to be utilized prior to taking a leave without pay.

11.20 – Requests for leave type changes of 5 days or more shall now be approved by HR. (\*Reminder: Being out of the office for 5 days or more may trigger a leave of absence.)

11.21 – Educational Leave and Wellness Leave now only applies to courses with start/end times that fall within employee’s working hours.

11.22 – On-line courses, with start or end times that fall within the employee’s work hours, may now be approved.

11.24 – Moved this section up (formerly 11.25).

11.25 – Moved this section up (formerly 11.26).

11.25, C. – “Rolling Calendar” section regarding the 12 month period for calculating leave entitlement was added.

11.26 – Moved this section down (formerly 11.24).

11.27 – “Bonding Leave” section regarding the California Family Rights Act (CFRA) which authorizes employees to take up to a total of 12 weeks of unpaid job-protected leave during a 12-month period for the birth of a child or adoption or foster care placement of a child was added.

11.28 – Moved this section down (formerly 11.27).

11.29 – Moved this section down (formerly 11.28); certifications will now be made by the Chief Steward and management instead of the Sick Leave Pool Committee and management.

## **Article XII**

12.1 – Language updated to reflect our benefit coverage is through CalPERS.

12.2 – Added language regarding life insurance, dental, and vision plans continuing to be offered by the District for eligible employees.

12.4 – Updated amounts for District’s contribution to caps/maximum.

12.5 – Lowered the employee FTE from 75% to 50% for which the District will pay the full year contribution.

12.11 – Added a “me-too” clause for benefits.

**Article XIII**

13.1 – Added Juneteenth as a holiday.

**Article XV**

15.1, 15.2 – Language was added to address and define “lateral class change.”

**Article XXI**

Section was deleted.

**Appendix C**

See tracked form below.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Classified Employee Evaluation  
(See Attached Guidelines)

Last Name First Name Classification Location/Department

Evaluator **Supervisor** Name and Title:

<b>Employee Type:</b> Permanent: <input type="checkbox"/> Probationary: <input type="checkbox"/>	<b>Evaluation Type:</b> Annual: <input type="checkbox"/> Probationary*: <input type="checkbox"/> First: <input type="checkbox"/> Second: <input type="checkbox"/> Final: <input type="checkbox"/> Mid-probation <input type="checkbox"/> End of probation <input type="checkbox"/> Other (Explain):	Rating Period: From _____ to _____ <b>Permanency Recommendation for Probationary Employees*:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
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\*Probationary employees are scheduled for ~~three~~ **two** evaluations at 0-2, 2-4 and 5-6 months. The first is due upon the employee's completion of ~~three (3) at 2 months, the second at 4 months in the assignment, and the~~ **The end of probation evaluation is due upon the employee's completion of final at 5 1/2 months in the assignment.** Be sure to check yes or no on the Permanency Recommendation for Probationary Employees line in the final evaluation.

**DEFINITIONS OF RATINGS:**  
~~Exceeds Expectations (EE)~~ **Highly Effective (HE)** = Consistently exceeds standards established for the job.  
~~Meets Expectations (ME)~~ **Effective (E)** = Consistently meets the standards established for the job.  
**Needs Improvement (NI)** = Occasionally fails to meet standards established for the **job or is a new employee who is still developing in the established standard.**  
**Unsatisfactory (U)** = Consistently fails to meet standards established for the job.

When it becomes apparent that an employee may receive a Needs Improvement (NI) or an Unsatisfactory (U) annual rating in any performance factor, prior to giving the employee such a rating, the immediate supervisor and the employee shall meet to discuss the employee's deficiencies and recommendations for improvement.

**PERFORMANCE FACTORS**

**RATING COMMENTS REQUIRED**

<b>1. WORK QUALITY:</b> This factor reflects the extent to which employee's work is accurate, neat, well organized, and thorough.		
<b>2. WORK HABITS:</b> This factor reflects the extent to which the employee is effective in organizing their work; effective in using their time; dependability; accepts responsibility; follows established procedures; uses resources effectively; completes work assignments, can be relied upon to carry out responsibilities with minimal supervision.		
<b>3. WORKING RELATIONS:</b> This factor reflects the employee's ability to work effectively with others in a diverse environment as a group or team member.		
<b>4. DEMONSTRATION OF INITIATIVE AND JUDGMENT:</b> This factor reflects the extent to which the employee shows ingenuity in initiating job duties, their readiness to take action, and their use of good judgment.		
<b>5. PUNCTUALITY AND ATTENDANCE:</b> This factor reflects the employee's attendance and tardiness record and length of rest periods.		
<b>6. SAFETY:</b> This factor reflects the employee's conformance with District safety policies and practices, whether they operate equipment and/or vehicles in a safe manner, and/or that they report any unsafe conditions.		
<b>7. COMMUNICATION:</b> This factor reflects the employee's ability to get a verbal or written message across in a clear, organized and appropriate manner, to understand instructions, and/or to provide service in an efficient, professional, and respectful manner.		

PERFORMANCE FACTORS	RATING			
	Highly Effective	Effective	Needs Improvement*	Unsatisfactory*
<b>WORK QUALITY</b> <i>Work product is accurate, neat, well organized, and thorough.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>WORK HABITS, ATTENDANCE, AND PUNCTUALITY</b> <i>Effective in managing their time and work schedule, dependable, accepts responsibility, follows established procedures, completes work assignments, can be relied upon to carry out responsibilities with an appropriate level of supervision.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TEAMWORK AND WORKING RELATIONS</b> <i>This factor reflects the employee's Ability to work effectively with others as a group or team member.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DECISION MAKING AND JUDGMENT</b> <i>Chooses optimal courses of action and holds oneself accountable for performance.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ACTION AND RESULTS FOCUS</b> <i>Takes appropriate initiative and seeks opportunities to positively contribute; Solution focused.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PROFESSIONAL AND TECHNICAL EXPERTISE</b> <i>Applies comprehensive knowledge of the currently established information, techniques, practices, and procedures of the job.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SENSITIVITY TO DIVERSITY, EQUITY, AND INCLUSION</b> <i>Demonstrates attitudes and behaviors that show respect for individuals' diverse experiences and identities across such categories as race, ethnicity, language, gender, sex, sexuality, age, socioeconomic status, religion, and ability; welcomes and considers ideas and views of other people; shows willingness to accept feedback, learn, and listen to concerns of others.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMUNICATION</b> <i>Able to get a verbal or written message across in a clear, organized and appropriate manner, to understand instructions, and/or to provide service in an efficient, professional, and respectful manner.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SAFETY</b> <i>Follows all District safety policies and practices, whether they operate equipment and/or vehicles in a safe manner, and/or that they report any unsafe conditions.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SUPERVISOR COMMENTS</b>				

**WORK GOALS**

**GOAL SETTING/OBJECTIVES FOR THE NEXT EVALUATION PERIOD**

List and discuss any specific work goals for the next performance period. *During the next evaluation period, emphasis will be placed on growth and development in the areas identified*

**ADDITIONAL COMMENTS:**

**EMPLOYEE STRENGTHS**

Discuss the areas in which the employee has demonstrated significant strengths or abilities.

**Development Plan (see attached guidelines):**

**\*SPECIAL AREAS NEEDING IMPROVEMENT**

Based on *if any* improvement needs for any Performance Factor(s) rated as 'NI' or 'U' *are identified*, the attached Classified Employee Evaluation Addendum for Special Areas Needing Improvement must be completed.

**Additional Evaluator/Reviewer Comments:**

**PRESIDENT/VICE CHANCELLOR/DESIGNEE COMMENTS**

**EMPLOYEE COMMENTS**

The employee may attach a letter with additional comments to be forwarded to the District Human Resources Department.

**SIGNATURES**

Signature of employee indicates that the employee has been presented with the evaluation, not that he/she *there is* necessarily *agreements* with the *rating* evaluation.

Employee Signature**:	Date:
Evaluator Supervisor Signature:	Date:
Reviewer Signature*:	Date:
President/Vice Chancellor/Designee Signature:	Date:

*\*\*Signature of employee indicates that the employee has been presented with the evaluation, not that he/she necessarily agrees with the rating. The employee may attach a letter with additional comments to be forwarded to the District Human Resources Dept. (MOVED UP)*

CLASSIFIED EMPLOYEE EVALUATION ADDENDUM FOR SPECIAL AREAS NEEDING IMPROVEMENT

Performance Factor Needing Improvement	How is the employee not meeting expectations?	What needs to be done to meet expectations?	What is the time period in which the employee is expected to show improvement?	Is training required? If so, what training?
Work Quality				
Work Habits, Attendance, and Punctuality				
Teamwork and Working Relations				
Demonstration of Initiative and Decision Making and Judgment				
Punctuality and Attendance Action and Results Focus				
Professional and Technical Expertise				
Sensitivity to Diversity, Equity, and Inclusion				
Communication				
Safety				

Signature of Evaluator Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature:	Date:
Evaluator Supervisor Signature:	Date:

## Guidelines for Classified Employee Evaluation

Recognizing that employees are the District's most important asset, performance evaluations are intended to encourage excellence by providing a written assessment of employee work performance. The performance evaluation should communicate performance standards for the position and encourage growth and improvement of performance for the future.

### Ratings:

- Define the standard and identify a rating for each performance factor based on that standard.  
**HE = Highly Effective** – ~~EE = Exceeds Expectations~~  
**E = Effective** – ~~ME = Meets Expectations~~  
 NI = Needs Improvement  
 U = Unsatisfactory. Be objective; avoid references to personal likes or dislikes.
- Consider one performance factor at a time, keeping each factor distinct.
- Base the evaluation on observed and proven performance during the entire rating period. **Off duty conduct shall not be reflected in the evaluation unless there is a nexus to the assignment within the District.**
- Ratings on **"Work Habits, Attendance, and Punctuality"** ~~"Punctuality and Attendance"~~ **shall** not be based on absences resulting from the legitimate exercise of rights provided by FMLA, CFRA, ADA, PDL or Worker's Compensation, **nor shall be based on other pre-approved leaves such as vacation, comp time, floating holidays.** Ratings related to the unit member's proper adherence to statutes, regulations, policies of the District or collectively bargained provisions governing the administration of such rights, ~~shall appear under "Work Habits."~~ **may be included.**

*When it becomes apparent that an employee may receive a Needs Improvement (NI) or an Unsatisfactory (U) annual rating in any performance factor, prior to giving the employee such a rating, the immediate supervisor and the employee shall meet to discuss the employee's deficiencies and recommendations for improvement.*

### Supervisor Comments:

A written comment is required for all ratings. If the employee receives an NI or U rating, be specific about the manner in which the employee is not meeting standards. **All written comments shall correspond with the rating for each performance factor.**

### Work Goals Goal Setting/Objectives for the Next Evaluation Period:

- Work goals may be provided to individual employees. They can include any number of job-specific performance targets for the employee that should be accomplished during the coming evaluation period. The goals could include work projects, district-sponsored training, or other similar long-term objectives that should be achieved within a specified timeframe.
- If goals for an employee change during the evaluation year, such change should be noted in the evaluation.

### Development Plan:

- Employee Strengths
  1. Identify and discuss strengths and abilities in specific performance factors as well as based on overall performance.
  2. Be specific.
- Improvement Needs
  1. Identify and discuss the employee's improvement needs in specific performance factors as well as based on overall performance.
  2. All employees, regardless of ratings, have improvement needs.
  3. Be specific.
- Actions – The plan for improving performance must be discussed and developed by the supervisor in consultation with the employee at the time of the evaluation meeting.
  1. Develop a plan for attaining the desired improvements or objectives.
  2. Indicate how improvement will be measured.
  3. Specify a realistic time period in which the employee is expected to show improvement.

### Evaluator Comments:

Summarize your overall comments.