

## 1.0 Responsibility for Rating

- 1.1 As nearly as possible, the performance ratings will reflect the evaluation of the employee's job proficiency by the immediate supervisor and/or the unit supervisor.
- 1.2 The administrative officer shall have the responsibility for coordinating the process of evaluation at each location.
- 1.3 The College President (or Chancellor in the case of District Office employees) has the final responsibility for evaluation of employees at each location.

## 2.0 Schedule for Evaluating Employees

- 2.1 District Personnel Services will forward standard evaluation forms to administrative officers for evaluating purposes.
  - 2.1.1 Probationary employees will be evaluated at the end of the fourth, eighth, and eleventh months. Conditional employees will be evaluated at the end of the third and fifth months. The final evaluation will carry a recommendation regarding status for the probationary or conditional employee.
  - 2.1.2 Permanent employees will be evaluated at least annually.
  - 2.1.3 Additional performance evaluations may be performed consistent with collective bargaining agreements.

## 3.0 Disposition of Copies of Performance Evaluation

- 3.1 Each unit supervisor or administrative officer will periodically discuss the employee's performance evaluation with the individual. Each employee shall be given a copy of the performance evaluation, the supervisor or administrative officer shall retain a copy, and a copy shall be forwarded to Personnel Services for inclusion in the employee's permanent file.

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