

**ARTICLE 4
EMPLOYMENT PRACTICES**

4.1 Probationary Employment

- 4.1.1 Members who are employed for the first time or are re-employed by the District after resignation serve for a period of one year from the date of employment or re-employment as probationary members.
- 4.1.2 A probationary member may be released at any time that the supervising manager and the Office of Human Resources determine that the member's performance is unsatisfactory. The notice of release will be presented to the member in writing with a copy to the Union. The probationary member shall receive five (5) days of pay. These five days do not extend the probationary period.

4.2 Recommendation for Permanency

During the month before a member completes his/her probationary period, he/she will be reviewed for advancement to permanency.

- 4.2.1 If the supervising manager decides that employment will be continued, permanency will be recommended in writing through the regular evaluation form and will be approved by the supervising manager. This decision will be reviewed with the member. The recommendation will be forwarded to the Office of Human Resources.
- 4.2.2 If the supervising manager does not recommend that the member be granted permanency, employment shall be terminated.
- 4.2.3 Once the member has been granted permanency, he/she may only be dismissed for cause. (See Article 12, Disciplinary Action.)
- 4.2.4 A permanent member remains subject to layoff for lack of work or lack of funds in accordance with his/her seniority and displacement rights, if any. (See Article 13, Section 13.1, Layoff.)

4.3 Resignation

4.3.1 Notice of Resignation

A member who wishes to leave the service of the District in good standing must file with the Board of Trustees through the supervisor a written resignation giving the District reasonable notice of the last date of service. The Chancellor or designee is authorized by the Board to officially accept the resignation of any

member. The resignation of the member shall be final and effective at the time of receipt by the Chancellor or designee.

4.4 **Reemployment**

If a former member is re-employed within one calendar year of the last date of the former period of employment with the District and he/she left the District for any reason other than dismissal for cause or abandonment of position, he/she shall regain hours in paid status for seniority purposes, accumulated sick leave, unused personal leave, and former vacation status. A former member is re-employed in probationary status in accordance with Section 4.1.

4.5 **Evaluation**

4.5.1. Each probationary member will be evaluated in the second and fifth month of employment and each permanent member will normally be evaluated annually.

4.5.2 A member will be provided with a copy of the evaluation and the opportunity to review and comment upon it within thirty (30) days before it is placed in his/her personnel file pursuant to Government Code 3306.

4.5.3 An member is required to sign the evaluation to acknowledge receipt.

4.6 **Personnel Records**

4.6.1. The personnel file of each member shall be maintained at the District Office of Human Resources.

4.6.2 Personnel files shall be kept in confidence and shall be available for inspection as follows:

4.6.2.2 by the member;

4.6.2.2 by a representative of the member upon the written consent of the member;

4.6.2.3 pursuant to a judicial order or lawfully issued subpoena;

4.6.2.4 by employees of the District in the proper administration of the District's affairs or the supervision of the member.

4.6.3 Materials placed in the personnel file shall be dated, identified by source and include the signature of the author if other than routine.