

Personnel

Evaluation/Supervision

A. Classified Performance Evaluations

All regular classified employees shall be evaluated by their immediate supervisor in accordance with the following schedule:

1. Probationary Employees: At least once each year. The evaluation shall be completed and returned to the Superintendent or designee not less than 60 working days prior to the salary anniversary date of the employee being evaluated.
2. Permanent Employees: At least once each year. The evaluation shall be completed and returned to the Superintendent or designee not less than 60 working days prior to the salary anniversary date of the employee being evaluated.
3. All employees within sixty (60) days of the day they were last under control of a supervisor when a transfer, promotion, or demotion involves moving to another department or school.
4. A performance review may be made at any time by the immediate supervisor for the purpose of complimenting as well as offering constructive criticism.
5. Each interview shall be scheduled by the immediate supervisor to allow adequate time for discussion by the employee.

B. Responsibility for Evaluation

Each immediate supervisor under whom the employee has served for sixty (60) working days or more during any rating period shall provide a performance evaluation, even though the employee may have left their control. In cases where functional supervision is performed by a central office person, this person and the first line supervisor shall confer with respect to the evaluation report and both individuals shall sign the report.

C. Performance Evaluation Procedure

1. Performance evaluation reports shall be made on forms prescribed by the District that shall be prepared by the employee's immediate supervisor.

Personnel

Evaluation/Supervision

2. The immediate supervisor shall present the performance evaluation report to the employee and shall discuss it with him/her. The evaluation report shall be signed by the employee to indicate receipt, and he/she shall be given a signed copy. Any negative evaluation shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made.
 3. The employee concerned shall have fifteen (15) working days after receipt of the performance review to attach any statement or documents that relate to the subject matter.
 4. The performance review forms and all attachments shall then be reviewed by the next higher supervisor and the Superintendent or designee.
 5. Performance evaluation reports and all attachments shall be sent to the Personnel Office and filed in the employee's personnel records and shall be available for review in connection with promotions and disciplinary action.
- D. Responsibility for Filing Performance Evaluations
- Each supervisor is required by these rules to prepare and discuss with each assigned classified employee a review/evaluation of the employee's work performance for the preceding evaluation period. Such evaluations must be filed within the time period.
- An employee may notify the Personnel Office prior the deadline if his/her supervisor has made no effort to fulfill the requirements of this policy.
- E. The supervisor's ratings and opinions expressed in the evaluation are not subject to the Grievance Procedures in the Classified negotiated agreement.

Regulation Approved: March 23, 1987

Regulation Revised: September 26, 2005; December 5, 2005