

EVALUATION/SUPERVISION

The Governing Board endorses a continuous program of evaluation of all individuals employed by this district. The basic objective of the evaluation program is the improvement of performance of service to the district.

Staff members covered by the terms of an employee agreement shall be evaluated according to its provisions.

Legal Reference:

EDUCATION CODE

45113 Rules and regulations for the classified service in districts not incorporating the merit system

EVALUATION/SUPERVISION

Every probationary employee shall receive formal written performance evaluations on an official district form in accordance with the collective bargaining agreement (usually twice during the probationary period, normally at the end of the second and fourth months of service). Whenever an evaluation is made, a true and complete copy of the report shall be given by the evaluator to the employee being evaluated. The employee shall sign all copies of the evaluation report indicating he/she has received a copy.

If the evaluator evaluates the performance of a probationary employee as unsatisfactory, it shall be indicated on the evaluation form prior to the employee's acknowledgement signature. If disciplinary action is contemplated following an unsatisfactory evaluation, the evaluator shall notify the Assistant Superintendent of Human Resources and shall submit written documentation of the unsatisfactory performance for review and concurrence prior to any action being taken.

An evaluation indicating overall unsatisfactory performance of a permanent classified employee shall be followed by another evaluation no less than one calendar month nor more than three calendar months after the time of the original unsatisfactory evaluation. If a second consecutive evaluation indicates overall unsatisfactory performance, the evaluator may recommend that disciplinary action be taken, subject to the review and concurrence of the Assistant Superintendent of Human Resources.

Every permanent classified employee shall receive a formal written performance evaluation on an official district form at least once every 24 months during the month of March, unless the employee has successfully completed probation during the previous six months.

Evaluation reports are confidential and shall be viewed only by those who have a need to know the contents thereof.

Appeal of Evaluation Reports

If an employee believes that his/her evaluation report is not an accurate account of the work performance, he/she may file an appeal to the Assistant Superintendent of Human Resources within five working days. Such response will become a permanent attachment to the evaluation and shall be placed in the employee's permanent personnel file.

When an employee terminates employment, his/her most recent rating on file shall be the rating of record, and no additional rating need be made unless his/her performance has changed to unsatisfactory.