

ARTICLE 6 - CLASSIFIED EMPLOYEE EVALUATIONS

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6.1 The evaluator shall be the unit member's immediate supervisor or next higher management level employee who is so designated by District management. Evaluations shall be made on the basis of first-hand knowledge of the employee and the designated duties. Written complaints may be used if verified by the evaluator and employee if a copy is given to the unit member.

6.2 Probationary unit members will be evaluated at the end of 3 months of service and 6 months of service to evaluate and establish permanency. For employees hired after the ratification of this Agreement the probationary period will be the first 6 months or 180 days of service. Permanent employees shall be evaluated once per year after attainment of permanency. This evaluation may be scheduled by the evaluator at any time during that year.

6.3 All written evaluations shall be prepared, presented and discussed with the unit member. The unit member will be provided a copy of the evaluation and allowed five (5) working days to make a written statement which shall be attached to and made a part of the evaluation. Evaluation ratings are final and cannot be grieved as to substance.

Nothing in this Article shall restrict the right of any employee to challenge any written complaint which is used or which may be used as the basis of an evaluation under Section 44031 of the Education Code or under the grievance procedure provided in this Agreement.

6.4 Before an unsatisfactory mark or needs improvement mark is placed on an evaluation, the supervisor must meet with the unit member a minimum of two meetings. Any negative evaluation shall include specific recommendations for improvement and provisions for assisting the unit member in implementing any recommendation made. Written proof (such as Conference Summaries, emails, etc.) of meeting must be attached to the evaluation.

6.5 Prior to any conference or evaluation which would lead to disciplinary action, or before questioning in matters which might lead to discipline, the unit member will be informed in advance of the nature of the meeting and of the opportunity to have a representative of their choosing present. The district will allow reasonable time for the unit member to contact his/her representative.