
Chapter 12

Performance Evaluations

Bargaining Units Refer to Contract

12.1 GENERAL POLICY

12.1.1 POLICY STATEMENT: The immediate supervisors have the responsibility for evaluating each employee assigned to his/her department. The evaluation shall cover the major areas of the employee's responsibilities and duties. Evaluations of Unsatisfactory or Improvement Needed require an explanation of the performance and specific suggestions for improvement.

REFERENCE: Education Code Sections 44031, 45260 and 45261

12.1.2 ADMINISTRATION OF PERFORMANCE APPRAISAL SYSTEM: The District shall administer a performance appraisal system for all members of the classified service.

REFERENCE: Education Code Sections 45260 and 45261

12.1.3 WHEN EVALUATIONS ARE TO BE MADE: All regular classified employees shall be evaluated by their immediate supervisors in accordance with these rules and the following schedule:

12.1.3.1 Probationary Employees: See 8.3.1.

12.1.3.2 Permanent Employees: All permanent employees whose anniversary date ends in an odd numbered year will have their evaluation form delivered to their evaluator in September of an odd numbered year and scheduled during that school year. Those ending in an even numbered year will be delivered in September of an even numbered year and scheduled during that school year.

12.1.3.3 Special Evaluations: Employees may be evaluated every year, or at any time deemed necessary, at the discretion of their evaluator. These evaluations will be completed in order to keep the employees informed of their effectiveness in performing their work assignment.

REFERENCE: Education Code Sections 45260 and 45261

12.1.4 EVALUATION RATER: Each employee is to be evaluated by his/her immediate supervisor. Each immediate supervisor under whom the employee has served for 60 working days or more during any rating period shall provide input for a performance evaluation, even though the employee may have left his/her supervision. In cases where the employee is assigned to more than one department, site, and/or classification, the employee shall receive separate evaluations for each assignment.

12.1.4.1 Designated evaluators shall rate and sign the formal evaluation form. Evaluators shall receive input from crew supervisors and/or supervising teachers.

REFERENCE: Education Code Sections 45260 and 45261

12.1.5 EVALUATION FORMS: Performance evaluations shall be made on forms prescribed by the District.

REFERENCE: Education Code Sections 45260 and 45261

12.1.6 EVALUATION MEETING: In completing the performance evaluation form, the supervisor shall have a conference with the employee. The meeting shall be scheduled by the supervisor to allow time for a discussion with the employee.

The evaluating supervisor shall present the performance evaluation report to the employee and shall discuss it with him/her. The evaluation shall be signed by the employee. If the employee refuses to sign the evaluation, the supervisor shall so indicate in the employee's signature block. A signature does not indicate agreement, but verifies that the evaluation has been discussed with the employee. The fact that an employee refuses to sign shall not negate the force or effect of the evaluation.

REFERENCE: Education Code Sections 45260 and 45261

12.1.7 SPECIFIC RECOMMENDATIONS FOR IMPROVEMENT: Any below standard evaluations shall include recommendations for improvement and provisions for assisting the employee in implementing any recommendations made.

The evaluator shall meet with the employee to review the employee's progress in meeting the plan for improvement, indicating whether or not the District standards on overall performance are being met. Such meetings shall be on a monthly basis with progress documented in writing. Any salary step increases shall be withheld for not less than sixty (60) days, and until such time as a

rating of “meets or exceeds District standards” has been achieved.

Within six (6) months of the date of receipt of the evaluation indicating performance needs improvement, an evaluation shall be filed, noting whether or not District standards on overall performance are being met. Failure to meet District standards shall result in demotion or termination from the classified service.

REFERENCE: Education Code Sections 45260 and 45261

12.1.8 DISTRIBUTION OF EVALUATION: The completed evaluation form shall be distributed as follows:

12.1.8.1 One copy to the employee being evaluated.

12.1.8.2 One copy to the supervisor performing the evaluation.

12.1.8.3 One copy for inclusion in the employee's personnel file.

REFERENCE: Education Code Sections 45260 and 45261

12.1.9 The employee shall have the right to review and respond in writing to any evaluation. Evaluations shall not be used as a disciplinary tool.

REFERENCE: Education Code Sections 45260 and 45261 □