

ARTICLE 10 – EVALUATION PROCEDURES

- 10.1 Evaluation. Each employee shall be evaluated by a designated manager. The following schedule for evaluating employees shall be followed:
 - 10.1.1 Probationary Employees. All employees will serve 6 full months in a probationary status. Probationary employees shall be evaluated before the end of the third, and the fifth month of employment. Probationary employees may be dismissed without cause. The District retains the right to extend probation for up to 90 days.
 - 10.1.2 Permanent Employees. Permanent employees shall be evaluated at least once every other fiscal year.
- 10.2 Evaluation Forms. Performance evaluation reports shall be made on forms prescribed by the District.
- 10.3 Discussion of Evaluation. The evaluator shall discuss the performance evaluation report with the employee. The employee shall sign the evaluation form to indicate receipt, and he/she shall be given a signed copy.
- 10.4 Placement in Personnel File. Performance evaluation reports shall be filed in the employee's official personnel file and shall be available for review in connection with disciplinary action.
- 10.5 Employees Response. The employee may, within 10 working days of receipt of the performance evaluation form, attach a response, which will be included in the official personnel file.
- 10.6 Unsatisfactory Evaluations. An employee who receives an evaluation with an unsatisfactory rating will be expected to improve his/her performance to such an extent that a reevaluation within 60 calendar days will reflect an overall satisfactory rating. Failure to make such an improvement in performance will constitute sufficient grounds for disciplinary action.