

Lompoc Unified School District  
Merit System Rules and Regulations for Classified Employees

**CHAPTER 13 - PERFORMANCE EVALUATIONS**

13. Performance Evaluations (Only applies to Classified Management and Confidential employees.)

13.1 General Provisions

The employee performance evaluation serves as an important tool for both management and employees in ensuring quality and efficient work performance.

The following rules provide the performance rating standards and procedures which shall be used in connection with eligibility for advancement, promotion, demotion, and dismissal from the Classified Service, as well as other decisions relative to members of the Classified Service. Such performance evaluations shall be one means by which a member of the Classified Service can learn how his/her supervisor feels about the quantity and quality of the work being performed by the employee and have the opportunity to discuss the matter with the supervisor. In addition, the completion and review of the evaluation report with the employee affords the supervisor an opportunity to review the employee's performance with him/her in an effort to correct work deficiencies, recognize the employee's accomplishments, set goals and objectives, and/or encourage the person to greater efforts in the performance of his/her duties and responsibilities.

Education Codes: 45260 and 45261

13.2 Performance Evaluations are to be Completed

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

- A. Probationary employees - Unit members and confidential employees at the end of the third and fifth months of service and management and supervisory, classes at the end of the sixth and eleventh months of service.
- B. Permanent employees - at least once every two years, or as needed based upon the determination of the employee's immediate supervisor.

13.3 Evaluation Rater

Each employee is to be rated by his/her assigned immediate supervisor. In cases where the employee is assigned to more than one department or site, the employee shall receive separate evaluations for each assignment.

In cases where the immediate supervisor does not get to observe the employee at work on a day-to-day basis, such as employees assigned to work under the direction of a certificated teacher, the supervisor shall seek performance feedback from the teacher or site administrator in addition to one's own observation when issuing a performance evaluation.

In cases where evaluations are performed by a functional supervisor located at the District Office

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(rather than providing daily direct and immediate supervision over the person being evaluated), the functional supervisor and the immediate or first-line supervisor shall confer with respect to the evaluation and both individuals shall sign the performance evaluation form.

Education Codes; 45260 and 45261

Each immediate supervisor under whom the employee has served for 90 working days or more during any rating period shall provide a performance evaluation, even though the employee may have left his/her direction.

13.4 Performance Evaluation Procedures

- A. Performance evaluation reports shall be made on approved forms which shall be prepared by the employee's immediate supervisor.
- B. The immediate supervisor shall review the performance evaluation report with the employee. The evaluation form shall be signed by the employee to indicate receipt, and he/she shall be given a signed copy. When the employee is no longer supervised by the person preparing the evaluation, it may be delivered by mail.
- C. Performance evaluation reports shall be filed in the employee's personnel file and shall be available for review on a need to know basis in connection with promotions and disciplinary actions.
- D. Employees may respond in writing to refute or rebut any derogatory rating or comments to any evaluation within ten (10) working days after receipt of the evaluation. The written response shall be attached to the evaluation.
- E. Employees shall be given an opportunity to discuss the evaluation with the evaluator prior to submission of the evaluation to the personnel file.
- F. An evaluation with a less than "satisfactory" mark in any category shall include recommendations for improvement by the supervisor.
- G. No grievance shall challenge the content, substance, standards or criteria of the evaluation and review. Any grievance regarding evaluations shall be limited to a claim that the foregoing procedures have been violated.