

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4462 PERFORMANCE EVALUATIONS

4463.3 Evaluation Procedures

- A. The assigned supervisor or program manager shall present the performance evaluation report to the employee and shall discuss it with him/her. The evaluation shall be signed by the employee to indicate receipt, and he/she shall be given a signed copy. Such meeting shall be conducted during the evaluatee's working schedule without loss of pay. The employee shall have the option of submitting a written response to the evaluation with ten days. The response shall be attached and become a part of the evaluation.
- B. Performance evaluations may be reviewed by the next higher supervisor. If the need for improvement is noted, the evaluation may, in addition, be reviewed by the Department Head.
- C. Performance evaluation reports, along with any written responses and attachments, shall be sent to the Classified Human Resources Office and filed in the employee's personnel records and shall be available for review in connection with promotions, transfers, and disciplinary actions.
- D. Evaluations shall be filed within the time period stated in Rule No. 4463.2

Reference:

Education Code Sections 45260-45261

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