

## Article 11 – Evaluation Procedure

- 11.1 It shall be the duty of the Board of Education or its proper agent to thoroughly evaluate the bargaining unit member's job conduct and performance to determine his/her qualifications for continued employment in the position. The bargaining unit member will be evaluated by his/her immediate supervisor who will prepare a written report of the evaluation. A copy of the evaluation report, together with attachments pertaining to the evaluation, shall be made a part of the permanent personnel file of the bargaining unit member and filed in Personnel Services.
- 11.2 The evaluation shall be a comprehensive review of the bargaining unit member's job conduct and performance covering the period since the last report of evaluation or date of hire, as applicable. No evaluation shall be made based upon hearsay statements but shall be based upon direct observation and/or knowledge of the evaluator.
- 11.3 For probationary employees, a report of evaluation shall be prepared at least twice during the probationary period: the first report is to be completed on or before the bargaining unit member has served ninety (90) regularly assigned consecutive workdays; the second report is to be completed on or before the regularly assigned consecutive workday which completes the probationary period. The report of evaluation shall rate the bargaining unit member's performance deficiencies or job behavior requiring improvement or correction, and identify goals or improvement programs to be undertaken during the next evaluation period. In addition to rating individual factors of job conduct and performance, the evaluator shall rate the overall performance and make a specific recommendation as to the bargaining unit member acquiring permanent status.
- 11.4 For permanent employees, a report of evaluation shall be prepared at least bi-annually, normally between March 15 and May 15 each year.
- 11.5 Any evaluation report indicating unsatisfactory performance or conduct shall include specific recommendations for improvement or disposition of the problem. A report indicating that improvement is required for effective performance, i.e., in order to meet standards, shall include specific recommendations for improvements and provisions for assisting the bargaining unit member in implementing the recommendations.
- 11.6 If, in the opinion of the evaluator, more frequent evaluation reports of the bargaining unit member are desirable or likely to be beneficial, additional evaluations and reports may be made at any time. If, in the opinion of the bargaining unit member, an additional evaluation and report should be made, s/he may request another evaluation. The request must be in writing to the evaluator or to the management employee in line of authority above the evaluator and shall state the reasons for needing additional evaluation. Employees being evaluated out of sequence shall be notified, in writing, of the extra evaluation fourteen (14) days in advance of the evaluation meeting, unless an earlier date is mutually agreeable.

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11.7 The evaluation report and any attachments to it are to be discussed with the bargaining unit member by the evaluator, dated, and signed by both evaluator and unit member. Signing of the report by the bargaining unit member does not necessarily mean concurrence with the evaluation, but only indicates that it has been reviewed by the bargaining unit member. If the employee checks the block on the evaluation report indicating a desire to appeal an evaluation of “Not Satisfactory” or “Requires Improvement,” a meeting will be arranged between the reviewer and the employee within ten (10) working days. Upon mutual agreement between the evaluator and the employee, the timeline for conference may be extended by an additional five (5) working days. The person being evaluated may write a rebuttal to the report of evaluation, and it will be attached to the report with other evaluation materials. The District shall advise the bargaining unit member of his/her right to representation under this section. The unit member will be notified of the meeting date and time at least five (5) working days in advance unless an earlier date is mutually agreeable.

### 11.8 Probationary Period, Permanent Status; Advancement on Salary Schedule

A permanent employee is a regular employee who has satisfactorily completed an initial probationary period of six months. If not recommended for permanent status based upon performance evaluation, the employee's probationary period may be extended for not more than 90 days if recommended by the supervisor, agreed to by the employee, approved by the reviewing administrator, and agreed to by the CSEA.