



Classified Evaluation Process

New Hire - Probationary

3.1 New Bargaining Unit Members shall be evaluated at least two (2) times during the six (6) months of probationary employment as follows: Evaluation with verbal feedback within the first 30 days of employment; evaluation with written feedback within first 60 days of employment; and a 90 day evaluation with written feedback.

	Classified Employee Goal	Classified Employee Performance Evaluation (60 Day)	Classified Employee Performance Evaluation (90 Day)	Classified Employee Assistance Plan	Misc Uploads
Who submits the form?	Employee	<u>Evaluator</u>	<u>Evaluator</u>	<u>Evaluator</u>	Employee or Evaluator
Who acknowledges the form?	<u>Evaluator</u>	Employee	Employee	Employee	NA
Probationary 6 month	Required	Required <i>Due within 60 days of Employment</i>	Required <i>Due within 90 days of Employment</i>	*Conditional <i>For members that receive "Needs Improvement" or "Unsatisfactory"</i>	Optional <i>Finalize Component regardless if you upload or not</i>
Probationary 60 Days					
Probationary 90 Days					

Next Eval - Permanent Bi-Annual (On-Cycle)

- For employees who work 200 days or less:
- If hired before March, the 6 month eval cycle will be assigned and the employee will roll into the Perm Bi-Annual (on-cycle) eval for the following year.
 - If hired in March, the 60 day eval cycle will be assigned and the employee will roll into the Prob 90 Day eval for the next year. Once the 90 day eval cycle is completed, the eval cycle will need to be finalized and assigned the Perm Bi-Annual (on-cycle) to be completed the remainder of that eval year.
 - If hired after March, the 6 month eval cycle will be assigned to start the following year, unless requested early.

Promotional

3.9 Promotion: A Bargaining Unit Member who received a promotion to a higher classification shall serve one hundred (100) work day probationary period in the new classification. There will be at least one (1) formal written evaluation completed during the probationary period.

	Classified Employee Goal	Classified Employee Performance Evaluation	Classified Employee Assistance Plan	Misc Uploads
Who submits the form?	Employee	<u>Evaluator</u>	<u>Evaluator</u>	Employee or Evaluator
Who acknowledges the form?	<u>Evaluator</u>	Employee	Employee	NA

Promotional 100 day	Required	Required <i>Due within 75 days of Promotion</i>	*Conditional <i>For members that receive “Needs Improvement” or “Unsatisfactory”</i>	Optional <i>Finalize Component regardless if you upload or not</i>
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Next Eval - Permanent Bi-Annual (On-Cycle)

- For employees who work 200 days or less:
- The end date will be set 75 days after the promotional date.
 - If the Promotional end date is before November 1st, the eval cycle will need to be finalized and assigned the Perm Bi-Annual (on-cycle) to be completed the remainder of that eval year.

Permanent

3.2 There shall be an evaluation of all Bargaining Unit Members at least every other year.

3.2.1 For employees receiving positive evaluations, and who’ve worked with the district for at least five (5) years, the evaluation cycle can be every 3 years by mutual agreement between the manager and the employee.

	Pre-Evaluation Goal Setting Group Meeting	Classified Employee Goal ¹	Classified Employee Performance Evaluation	Classified Employee Assistance Plan	Misc Uploads
Who submits the form?	No Form	Employee	<u>Evaluator</u>	<u>Evaluator</u>	Employee or Evaluator
Who acknowledges the form?	No Form	<u>Evaluator</u>	Employee	Employee	NA
Perm Bi-Annual	Required <i>Held by September 15th</i>	Required <i>Due by November 1st</i>	Required <i>Due by June 30th</i>	*Conditional <i>For members that receive “Needs Improvement” or “Unsatisfactory”</i>	Optional <i>Finalize Component regardless if you upload or not</i>
Perm TRI Yr 1					
Perm Annual					

*Conditional: Classified Employee Assistance Plan

- 3.8.2 Bargaining Unit Members that receive “Needs Improvement” or “Unsatisfactory” and are permanent employees shall have an Improvement Plan developed with their Supervisor and Human Resources. The period of time of the Improvement Plan will be not less than 3 months and not greater than 6 months.
- Contact Savannah Holguin (sholguin@smbds.net) if this form is needed.

¹ Each evaluation form title has been hyperlinked to a corresponding example of the form for reference.