CSEA to District – 10.24.2025

District Counter to CSEA – 11.20.25

11.20.2025

11/20/25

11.20.25

ARTICLE 9

EVALUATIONS

The following procedures shall be utilized in the evaluation of employee performance:

1. Probationary Employees

   1.1 All probationary employees shall be evaluated by their immediate rater no later than the end of the second and fifth months of the probationary period. An employee entering employment on Step A shall advance to the next step on the appropriate range of salary schedule after completion of the probationary period.

2. Permanent Employees

   2.1 Permanent employees shall receive at least one formal evaluation on district-approved forms each year. Normally these evaluations shall be completed by the end of the employee's year of service.

   2.2. Permanent employees who have attained five (5) years of service with the district, who have received an overall rating of "effective/meets standards or exceeds standards" in their last evaluation and obtain administrative approval will be eligible to be evaluated every other year. If granted, written documentation must be noted in writing on the evaluation form during the last formal evaluation conference.

3. All Employees

   3.1. A copy of the employee performance evaluation shall be provided to the respective employee at the time the evaluation is discussed. No evaluation of any employee shall be placed in any personnel file without an opportunity for discussion between the employee and the rater.

   3.2. Evaluations shall be based upon direct observation and/or knowledge of the rater. Any negative evaluation shall include specific recommendations for improvement and provisions for assisting the employee in implementing any recommendation made.

4. Employees Rated "Not Satisfactory" or "Requires Improvement"

~~**4.1. Employees whose performance is considered "Not Satisfactory" or "Requires Improvement" by their rater may be evaluated at any time.**~~

4.**21**. Employees rated "Not Satisfactory," or "Requires Improvement" must be rated again, after the rater has a two (2) month period in which to observe and receive feedback on the employee's performance.

4.**32**. If a permanent employee should receive a "Not Satisfactory" performance evaluation, the rater will recommend, in writing, specific ways the employee may improve and endeavor to assist the employee.

4.**43**. The recipient of a "Not Satisfactory" or "Requires Improvement" evaluation shall be given an opportunity to review and discuss it with the rater and/or the rater's supervisor. In addition, the employee may provide a written response to be attached to the evaluation prior to its entry into the personnel file, provided that the response is submitted within ten (10) working days following receipt of the evaluation.

5. ~~**Special Evaluation**~~

~~**5.1. The rater may prepare a special evaluation at any time for the purpose of documenting unusual or outstanding performance.**~~

5. Inspection of Personnel File

5.1. Every employee shall have the right to inspect evaluation reports and supporting documents contained in his/her personnel file upon request, provided that the review is made at a time when such person is not actually required to render services to the District, except that when the information to be reviewed is derogatory, the review may, at the option of the employee, take place during normal business hours of the Personnel Office and at such time as is mutually agreeable to the employee, and the District. Typically, the District shall make an appointment to review a personnel file within one working day of receiving a request.

Only the evaluation procedure and not the contents of the evaluation shall be subject to the Grievance Procedure contained in this Agreement.