

## Administrative Regulation

Classified Employees, Performance Evaluations ofA. When Evaluations Are to Be Made

Each regular classified employee shall be evaluated by an immediate supervisor who is defined as the person assigns, checks, and supervises the work of the employee and who is immediately responsible for the employee's work or is most closely acquainted with his/her performance. The following schedule for evaluating employees shall be followed:

1. Probationary employees - at the end of the second and fifth months of service. In administrative and executive classes, at the fourth, eighth, and eleventh months of service
2. Permanent employees - at least once each year
3. All employees - within three working days of the date that an employee was last under the control of a supervisor when either transfer, promotion, or demotion involves moving to another school or office

B. Procedures

Performance evaluation reports shall be made on forms prescribed by the Personnel Commission.

The immediate supervisor shall present the performance evaluation report to the employee and shall discuss it with the employee who shall sign the evaluation form to indicate receipt, and shall be given a signed copy.

Performance evaluation reports shall be filed in the employee's official personnel file and shall be available for review in connection with promotional examinations and disciplinary actions. The employee may, within ten working days of receipt of the performance evaluation form, attach a rebuttal which will be included in the official personnel file.

A revised evaluation may be submitted at any time during the year upon evidence of changed work habits or performance on the part of an employee.

An employee who receives an evaluation with an overall rating of unsatisfactory will be expected to improve his/her performance to such an extent that a reevaluation within 60 days will reflect an overall rating of above unsatisfactory. Failure to make such an improvement in performance will constitute sufficient grounds for disciplinary action.

1. The employee shall have the right to protest an evaluation through the appropriate grievance procedure. If the employee's objections are sustained, the grievance authority may order expunction of the specific materials from the employee's file.

The subject of this regulation is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the school district and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this regulation as they apply to employees in that unit.