ARTICLE 11 - EVALUATIONS

11.1 Evaluations for unit members are meant to be corrective in nature, rather than punitive and not to be used as means of disciplining a unit member, but rather as a means of formal notification of performance, which if deficient, and if the deficient performance continues, may lead to disciplinary action. Evaluation of each permanent and probationary unit member shall be completed by the unit member's supervisor. Permanent unit members shall receive a written evaluation at least, but not limited to, once every twelve (12) calendar months. The District may elect to evaluate permanent unit members who meet all “work performance standards” in prior written evaluations, once every other year. The District shall notify unit members by December 1 if they will not be evaluated during that school year due to meeting work performance standards on the prior year's evaluation.

11.2 Permanent unit members are those defined as having passed their initial period of probationary service, twelve (12) calendar months, in their job classification. Permanent unit members in a probationary status in a new position, because of promotion, shall be evaluated at least one (1) time within the first six (6) months. Unit members, before failing probation in their new classification, must have received an assistance plan and not met the conditions of the assistance plan. Unit members returning back to their prior classification shall be placed in accordance with Article 18 - Layoff and Reemployment.

The period of time served in the position to which promoted shall be counted, for seniority purposes, as time served in the classification to which the unit member is being returned. In the event the unit member’s former classification (from which the unit member was promoted) does not exist, the unit member shall be eligible to return to any other class in which he/she has achieved permanency. If there is no vacancy in any classification in which the unit member has achieved permanency, the District may make an assignment to a related classification and/or where a vacancy exists and the unit member meets all the qualifications of the existing vacancy.

11.3 Probationary unit members shall receive at least, but not limited to, four (4) evaluations throughout the probationary period. Probationary unit members shall receive their first evaluation within the first three (3) working months of the probationary period. The remaining evaluations must be at least four (4) weeks apart.

Nothing in this Section prevents a probationary unit member from being terminated prior to receiving four (4) evaluations and serving twelve (12) calendar months in their job classification.

11.4 If the supervisor determines that the performance has become less than satisfactory,
the supervisor shall complete an assistance plan form to explore the deficiencies and state corrective methods to change these deficiencies, as well as set a time frame in which the deficiencies shall be corrected.

11.5 A unit member shall be evaluated by the District supervisory and/or management employee(s) having immediate supervisory responsibility for the employee. The unit member will meet with the evaluator for a personal evaluation regarding the unit member's job performance. Such evaluation shall be reviewed by the supervisor or a management person at a higher level.

11.6 The unit members' signature indicates only that the unit member has seen the evaluation, and does not necessarily indicate concurrence with the evaluation. Upon completion of the evaluation, the completed form and any attachments are forwarded to the Human Resources Office. The written evaluation and other documents relating to a unit members' work performance shall be filed in the unit member's personnel file in the Human Resources Office.

11.7 The period for evaluation shall be July 1 through June 30. For the annual evaluation, permanent unit members will meet the District evaluator(s) no later than May 15th of that school year. Evaluator(s) may schedule evaluations during the school year as long as each permanent unit member is evaluated at least once a year before the May 15th date.

11.8 The unit member shall have the right to submit a written rebuttal to be attached to the evaluation on file. Such rebuttals shall be submitted within ten (10) working days of the evaluation date, with a copy to the evaluator and reviewer.

11.9 The evaluation shall contain an appraisal of the unit member's performance and, as appropriate, commendations or specific suggestions for the improvement of the unit member's performance. Each unit member shall receive a copy of his/her evaluation.

11.10 Judgment of the evaluator shall not be subject to grievance. However, if the evaluator violates one (1) of the specific provisions of this Article, a grievance may be filed concerning that specific violation.

11.11 All evaluations will be made on form(s) provided by the District.