

Evaluation of Classified Staff: Procedures

Procedures

1. The approved standardized form will be used for the evaluation although attachments may be made to the form by either the employees or the supervisor to clarify or deny statements or ratings made in the evaluation.
2. The employee and his/her supervisor will review the evaluation together.
3. The employee will sign, acknowledging having received a copy.
4. A copy of the evaluation will be placed in the employee's personnel file maintained at the district office.

Evaluation Timeline

1. Probationary Progress Report

New employees will receive an evaluation progress report within the first three months of employment.

2. Final Probationary Report

New employees will receive an evaluation subsequent to the evaluation progress report after six months of employment. Satisfactory ratings on this report will result in regular employment status except where a job is designated temporary.

3. Annual Evaluation

Regular employees will be evaluated annually.

4. Intensive Evaluation

When an employee's performance lacks effectiveness and deficiencies are noted a plan of assistance may be furnished to the employee. The plan of assistance must meet the following criteria:

- a. The employee would be given five days notice of the intention to present a letter of assistance.
- b. The employee must be given a notice of change of status letter.

- (1) The change of status letter includes the five day notice.

- (2) The change of status letter announces a conference to present a plan of assistance.
- (3) The change of status letter changes the purpose of supervision to include status of future employment.

c. The plan of assistance must include:

- (1) A statement of deficiencies;
- (2) Recommendation for improvement;
- (3) Assistance which will be provided;
- (4) Conditions for progress evaluations;
- (5) Who will evaluate progress;
- (6) Timeline for plan and remediation of deficiencies;
- (7) Date and signature presented.