

---

16.1.A

**POLICY STATEMENT:** The employee performance evaluation report serves as an important tool for both management and employees in the task of assuring quality and efficient work performance. The rules contained in this article provide the performance rating standards and procedures which shall be used in connection with eligibility for advancement, promotion, demotion, and dismissal from the District's Classified Service, as well as other employment-related decisions relative to members of the Classified Service. Evaluation reports shall be one of the means by which a classified employee can learn how his/her supervisor feels about the quantity and quality of the work being performed by the employee; as well as the opportunity to discuss the matter with his/her supervisor. In addition, the completion and review of the evaluation report with the employee affords the supervisor the opportunity to review the employee's performance with him/her in an effort to correct work deficiencies and or encourage e 8i-a-herP90 1EE

- A. Employees designated as Bargaining Unit probationary shall be evaluated at the end of the second and fifth months of service.
- B. Employees designated as Confidential probationary shall be evaluated at the end of the third, seventh, and eleventh months.
- C. Employees in

utilizing the extended evaluation process with the following exception.

1. All new, classified management team personnel shall be evaluated annually for the first five years of employment
2. All permanent employees will continue to be evaluated annually if Management Team member is eligible for a step increase utilizing the abridged evaluation process.
3. Special Evaluations: An employee may be given a special evaluation at any time during employment if deemed necessary by either the employee or the supervisor. However, a special evaluation for unsatisfactory work performance shall be made no later than thirty (30) calendar days after the unsatisfactory work performance has taken place.

REFERENCE: Education Code Sections 88080 and 88081

eTd [(e0 Tw 13.18 0 Td ( )T] EMC /PDC /et)2 (h EMC .9 (s)1 )6 (repor)-3 (t (s)4)7 (f)]TJ 17.53



