

## ARTICLE X

### EVALUATION PROCEDURES AND PERSONNEL FILES

#### 10.1 Evaluations

Evaluations for all regular employees shall be obtained at specified intervals during the work year. The evaluations shall be reported to the Superintendent on the appropriate form. Effective evaluation practices should:

- Recognize and reinforce effective workplace practices
- Assess adherence to professional standards
- Provide constructive feedback
- Identify areas where improvement in performance is necessary

10.1.1 The probationary period for all non-promotional employees will be six (6) calendar months. All non-promotional probationary employees shall be evaluated prior to the end of third and end of the sixth month of their probationary period. Probationary employees shall review and sign their evaluations forms before they are submitted to the Superintendent by the principal, department head or supervisor.

#### 10.1.2 Evaluation Sequence

1. A staff orientation shall be held within the first 30 workdays of the school year to review the evaluation criteria, procedures, timelines and terms set forth in this article
2. For permanent employees, a periodic review will occur during the school year (by January 31st) and must occur prior to the evaluation.
3. Evaluations for all permanent employees shall be submitted no later than April 30 each year. A special evaluation may be submitted at other times if it is desired by the principal or the supervisor. Permanent employees shall

review and sign their evaluation forms before they are submitted to the Superintendent's office by the principal, department head, or supervisor.

- 10.1.3 If an employee is working in a dual capacity, such as Bus Driver/Custodian, each principal and each supervisor must complete a Classified Employee Evaluation Process.
- 10.1.4 A specific amount of time shall be set aside by the supervisor and the employee to discuss the evaluation and the reasons for the various ratings.
- 10.1.5 Employees shall be evaluated over the total year. Thus, an employee's total performance should be emphasized in the evaluation process as opposed to basing most of the evaluation on isolated incidents. Isolated incidents of performance, either positive or negative, should be weighed based on their significance and implications to the employee's effectiveness in their job and to the District educational program. Evaluation shall be based upon the direct observation and/or knowledge of the evaluator.
  - 10.1.5.1 No evaluator shall base any comment or rating in any way upon an employee's participation in Association activities or any other exercise of protected rights.
- 10.1.6 An evaluation form (Appendix B) which is presently provided by the District shall be filled out for each employee.
- 10.1.7 When an employee's evaluation demonstrates they fail to meet standards or needs to improve, specific recommendations shall be made by the evaluator which will be helpful in securing improved performance of the employee. The employee shall have the right to review and to respond to any derogatory evaluation in accordance with 10.3.

10.2 Any employee who has reason to question any aspect of their evaluation or who is concerned about the conditions of employment or any other matter affecting employee morale, has the right to request a review by the Superintendent or their designee.

10.3 Personnel Files

10.3.1 The personnel file of employees shall be maintained at the District Office. Materials in an employee's personnel file which may serve as a basis for affecting the status of their employment are to be made available to the employee.

10.3.2 Information of a derogatory nature, except material mentioned in Section 10.3.3 below, shall not be entered or filed unless and until the employee is given notice and an opportunity to review and comment thereon. An employee shall have the right to enter and have attached to any such derogatory statement their own comments thereon. Such review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary deduction.

10.3.3 An employee shall have the right to review their personnel file upon request, with the exception of material which includes ratings, reports, or records which were 1) obtained prior to the employment of the person involved, 2) prepared by identifiable examination committee members, or 3) obtained in connection with a promotional examination. It is further understood that these requests should be made at a time when such employees can be released from duty by the District without interfering with the orderly operation of the District.

10.3.4 All personnel files shall be kept in confidence and shall be available for inspection only when necessary in the administration of the District's affairs or the

supervision of the employee. The District shall keep a log indicating the persons who have examined a personnel file as well as the date such examinations were made. The log shall be maintained in the employee's personnel file.

- 10.3.5 All materials of a derogatory nature, or which could possibly adversely affect the employee's employment shall be signed and dated by the originating person.