

EVALUATION OF CONFIDENTIAL AND SUPERVISORY EMPLOYEES

1. Probationary Performance Evaluation

A new employee shall be evaluated in accordance with established procedures at the end of the second, fourth and prior to the end of the sixth month. If at the end of the probationary period the employee is performing below established standards in any area of the position, the employee shall be recommended for termination, The employee shall be notified with a "Letter of Probationary Dismissal."

2. Annual Performance Evaluation

Once an employee has successfully completed the probationary period, the employee acquires permanent status and is guaranteed certain due process rights.

A written evaluation shall be completed annually until the employee has reached the maximum step of the salary range. Subsequent written evaluations may be completed at the option of the immediate supervisor or upon request of the employee. Permanent employees having more than five years of service may be formally evaluated upon proper notice. Proper notice shall be defined as the employee receiving a written notice from the District that the employee will be evaluated.

3. Documentation

a. Employee Performance Report:

An evaluator must document performance that is below the standard established for a position. An "Employee Performance Report" (form 7127) must be completed when a formal evaluation is to be documented.

b. Letter of Reprimand:

If an employee breaks a rule, ignores an order, fails to perform a task, or commits an act of insubordination, which may be the basis for disciplinary action, the supervisor should prepare a written memorandum in the form of a "Letter of Reprimand."

c. Conference Memorandum/Written Warning:

Whenever a supervisor desires to make a conference with an employee a matter of record, the "Conference Memorandum" or "Written Warning" format should be used. The content of such a written record is essentially the same as that of an oral warning. The employee is advised in writing of the consequences of failing to improve job performance.

d. Placement of Documents in the Personnel File:

Before a document is placed in the personnel file an employee must be advised in advance of management's intention to place a document in the employee's personnel file. Notice is given by forwarding a copy of the document to the employee with the following statement:

You are notified that at the end of 10 days this will be placed in your personnel file. You have the right within 10 days to provide any written comments and have them attached to the copy of this letter in your file.

Employee's Signature

Date