

RULE 14

IMPROVEMENT RECORD EVALUATIONS

1401 When Evaluations Are to Be Made

- A. All regular classified probationary employees shall be evaluated by their prime evaluator at least twice during their probationary period, not later than the end of the 3rd and 5th months; for classified management probationary employees, not later than the end of the 5th and 10th months. The final evaluation shall include a recommendation to either put the employee on a permanent status or dismissal from the service.
- B. All permanent classified employees may be evaluated by their prime evaluator at any time during the year. The purpose of this type of evaluation may be for outstanding service, for indicating to the employee that improvement needs to be made in certain areas of work, or for any reason deemed necessary.
- C. All permanent classified employees will be evaluated at least once every two years. A copy of the report is to be sent to the Human Resources Department for placement in the employee's record file.

1402 Who Makes Evaluations

The prime evaluator of an employee is responsible for completing the evaluation form.

- A. If the employee holds positions in multiple classifications, the employee will receive an evaluation for each classification.
- B. If the employee holds the same classification at two different locations, the location that holds the greatest hours will be deemed to be the prime evaluator.
- C. If the employee's hours/days per year are the identical at two or more different work sites then all sites would be responsible for completing an evaluation.

1403 Procedure for Personnel Evaluations

- A. The evaluation shall be recorded on prescribed forms by the employee's immediate supervisor and/or their immediate supervisor.
- B. The immediate supervisor and/or their immediate supervisor shall present the evaluation report to the employee and discuss it with the employee. The evaluation form shall be signed to indicate receipt of, but not necessarily agreement with, the evaluation and the employee shall be given a signed copy.

- C. The immediate supervisor or their immediate supervisor shall forward the signed copy through the department to the representative of the Governing Board assigned to handle the classified employees.
- D. The administrative representative (Superintendent or their designee) may override the final recommendation of the supervisor as to whether the probationary employee will be retained in the classified service.
- E. Evaluation reports shall be filed in the employee's personnel file and may be available for review in connection with promotional examinations and disciplinary actions. Employees should provide the Human Resources Department at least 24 hours' notice prior to reviewing their personnel files.
- F. All personnel files shall be kept in confidence and shall be available for inspection only to the employee, persons having written authorization from the employee, the Executive Director/Director of Human Resources, confidential secretaries and Human Resources staff authorized as custodians of the personnel files, and Human Resources management personnel authorized by the Superintendent when actually necessary in the proper administration of the District's affairs or the supervision of the employee.

1404 Availability of Personnel File

- A. Any member of the classified service may, by request, inspect their personnel file whether maintained by the Commission, in the District Office, or at a school or other District location. Employees are expected to provide the Human Resources Department with at least 24 hours' notice prior to reviewing their personnel file.
- B. The employee's request for inspection shall be during a time when not required to render service to the District unless it is impossible to arrange for such service during off-duty hours and the Human Resources Department has been contacted by the employee's supervisor acknowledging that the employee is released to review employment files. The Executive Director/Director of Human Resources has the ability to release employees from their work site to review personnel files during an employee's scheduled work hours.
- C. Any redacted or removed materials must be approved by the Executive Director/Director of Human Resources.
- D. Information of a derogatory nature, except material in § C. above, 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. The employee's request for inspection shall be during a time when not required

to render service to the District unless it is impossible to arrange for such service during off-duty hours

EDUCATION CODE SECTION 44031

1405 Intent of This Rule

It is the intent of the Board of Education that the Evaluation Guide shall be used as a tool for providing effective means of communication by which the employee and the supervisor may discuss and evaluate the progress of the employee on all matters affecting performance, efficiency and job requirements, thereby developing mutual understanding and more effective work relationships.

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