

ARTICLE 10

EVALUATION

10.1 Evaluation

- 10.1.1** The initial probationary period for a new employee shall be one (1) calendar year from the date of hire. An employee released during the initial probationary period shall not be subject to the provision of Board Policy No. 4217.41 and shall not have the right to use the grievance procedure to appeal disciplinary action. (Effective 1/21/09)
- 10.1.2** No evaluation of any employee shall be placed in any personnel file without an opportunity for discussion between the employee and the evaluator. Any negative evaluation shall include specific recommendations for improvement and provisions for assisting the employee in implanting any recommendations made. The employee shall have the right to review and respond to any derogatory evaluation according to law.
- 10.1.3** Each permanent employee will have a performance evaluation conference with their immediate supervisor at least once every other year. Probationary employees will be evaluated at the 4th and 9th month of their probationary period.
- 10.1.4** For the purpose of employee evaluation, supervisors will use a four (4) point scale consisting of: Exceeds requirements, Meets requirements, Needs improvement and Unsatisfactory.
- 10.1.5** Should the employee disagree with the evaluation received from their immediate supervisor, they may appeal the decision in writing and request a conference with the Principal or Superintendent with all parties present.
- 10.1.6** If after appeal to the Principal or Superintendent, the evaluation remains the same, a further evaluation must be made within thirty (30) days.
- 10.1.7** A continued unsatisfactory rating can lead to disciplinary action. Such action must be carried out within the law.
- 10.1.8** Probationary employees will be evaluated on the 4th and 9th month of their probationary period. (Effective 1/21/09)

10.2 Discipline

Any changes proposed to Board Policy No. 4217.41 entitled "Classified Personnel Discipline/Suspension Just Cause" is subject to pre-notification to CSEA.