ARTICLE X: EVALUATION PROCEDURE

10.1 Probationary Employee Evaluations

10.1.1 Regular classified probationary members of the bargaining unit shall receive at least three formal written evaluation reports on District forms. Such evaluations shall be made by the end of the third, sixth and tenth months of service. If the third, sixth or tenth month of service falls when a member is not in paid status, the evaluation shall occur in the month when the member returns to paid status.

10.1.2 Effective July 1, 2020, probationary period for members shall be six (6) months, or 130 days of paid service, whichever is longer. Probationary period shall include days of absence for illness or injury and vacation, as enumerated in this Agreement. It shall not include time worked as a substitute, temporary or short-term employee, or otherwise worked outside the classified service.

10.1.3 A member attains permanency in a position the first work day following the completion of the probationary period in that position.

10.1.4 If, at any time after a member has attained permanency in a position, that member accepts or is assigned to another position of equal or greater pay, that member shall serve a probationary period in the new position.

10.2 Permanent Employee Evaluations

10.2.1 Regular classified permanent members of the bargaining unit shall receive at least one written evaluation report on the District form every two (2) years. This evaluation shall be completed prior to the end of the member's work year, but not later than June 30 of the year in which the evaluation is due. If a member does not receive an evaluation report by June 30 of the year it is due, the evaluation shall be deemed satisfactory.

10.2.2 A permanent member may be evaluated by the member's immediate supervisor at any time.
10.2.3 A permanent member having been promoted or reclassified shall be evaluated at least twice during the promotional probationary period with the first evaluation occurring by the end of the third month.

10.3 Procedure - The following procedures shall be utilized with regard to the members of the bargaining unit covered by this Agreement:

10.3.1 The evaluation reports referred to herein shall be completed and signed by the member's immediate supervisor and shall be reviewed and initialed by the department manager (if other than the immediate supervisor) prior to an evaluation conference between the employee and the immediate supervisor.

10.3.2 The member shall receive a written copy of the evaluation report form described herein at a personal conference conducted by the immediate supervisor. In the event deficiencies are cited, the evaluator shall include suggestions for improvement in the written evaluation.

10.3.3 The evaluated member shall sign the evaluation report form, the original of which shall then be filed in the member's file in the Human Resources Department.

10.3.4 The member may submit a written response to the evaluation report. Such a response shall be reviewed by the immediate supervisor and department manager and shall then be attached to the original evaluation report form.

10.3.4.1 The member may request a meeting with the immediate supervisor and the department manager to discuss the member's written response to the evaluation.

10.3.4.2 The department manager may request the immediate supervisor to revise the evaluation, and, in such case, the original evaluation form shall be removed from the member's personnel file.

10.3.5 For purposes of this Article X, Evaluation Procedure, "immediate supervisor" shall be that person designated in the member's job description and/or any other management employee who is so designated by the District management.
10.3.6 The immediate supervisor has the authority to consult with other persons who have the opportunity to observe the member or otherwise assess the member's performance. However, no one bargaining unit member shall evaluate another.

10.3.6.1 The immediate supervisor shall inform the member during the evaluation conference if direct input from other persons was used as the basis for rating the member on one or more items evaluated.

10.3.7 By January 1 each year the department manager or immediate supervisor shall acquaint each member of the bargaining unit under his/her supervision with any changes in the evaluation procedures, standards, and instruments to be used in the evaluation in writing and shall advise each employee as to the designated supervisor(s) who will observe and evaluate the member's performance.

10.3.8 Application of the Grievance Procedure, Article XII, shall be limited to the application of the evaluation procedure set forth in this Article X and shall not be construed to apply to evaluation content.

10.4 Association Representation

10.4.1 An evaluator, supervisor or manager may present an evaluation to an employee without Association representation.

10.4.2 If either party seeks further conference which would involve a higher level supervisor, then representation by the Association will be allowed.

10.4.3 No such representation will be required when an evaluator, supervisor or manager is engaged in routine conversations, including, without limitation, giving instructions, training, correcting work techniques, etc.