

**ARTICLE XIX  
EVALUATION PROCEDURES**

Section 1 Probationary Unit Members

- A. By the end of the 2<sup>nd</sup> (second) month of service, the probationary unit member and the site administrator shall meet to set the goals, objectives and site administrator's expectations for the school year.
- B. Probationary unit members shall be evaluated by the site administrator or designee by the end of the 6<sup>th</sup> (sixth) month of service. The probationary period shall be 6 (six) months months of service, excluding summer school. If a unit member's probationary period is to be extended, the district shall notify the unit member of the length of the extension. In no event shall a unit member's probationary period be greater than 12 (twelve) months

Section 2 Permanent Unit Members

- A. The primary purpose of work performance evaluation shall be the improvement of the employment skills. All evaluations shall be conducted in good faith and in accordance with the provisions of this article. All permanent unit members shall be evaluated each school year by the unit member's site administrator. A unit member shall not be evaluated on or held accountable for any work performance over which the unit member has no authority to correct deficiencies.
- B. On or before November 10, the unit member and the site administrator shall meet to set the goals, objectives and the site administrator's expectations for the school year. The unit member shall be provided with a copy of the District's evaluation form at that meeting.
- C. On or before February 15, the unit member and the site administrator shall meet to discuss the unit member's performance. If the site administrator has areas of concern regarding the unit member's performance or believes there are areas of performance that "needs to improve" or are "unsatisfactory", the site administrator shall make specific written recommendations as to what the unit member must do to improve that performance.
- D. On or before May 1, the unit member and site administrator shall meet to discuss the formal written evaluation. During this meeting the evaluator shall inform the unit member that he/she has the right to attach a written rebuttal within ten (10) working days prior to the evaluation being filed in the unit member's personnel file.
- E. The formal written evaluation shall be completed on the District's evaluation form. The site administrator shall include direct observations, verifiable facts and/or specific reasons when a unit member's performance is rated "needs to improve" or "unsatisfactory".

- F. Within this evaluation article, the grievance procedures of this contract may be used only for failure to follow the procedures described. The substance of evaluation reports or any other material placed in a personnel file or any other aspects of this article are not subject to the grievance procedure.

If the unit member wishes to have the final evaluation reviewed by a higher authority the unit member may appeal in writing within fifteen (15) working days to the Assistant Superintendent, Human Resources.

- G. A unit member shall be entitled to representation by the Association at any meeting with the site administrator or District representative, to discuss or report on the unit member's evaluation.

### Section 3 Evaluator

- A. The evaluator shall not be a unit member.
- B. The evaluator shall be the site administrator or designee.