

ARTICLE VI - EVALUATION

- 6.1 Probationary unit members shall be evaluated by the immediate supervisor and/or the site administrator or designee by the end of the 3rd and 6th months of service. The normal probationary period shall be 6 months. If this probationary period is extended by the District, 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 twelve months.
- 6.2 The evaluation procedure for permanent unit members shall be at the end of each year's service. A review of the evaluation form to improve the evaluation process will occur every three year's by a District committee which will include Association representation.
- 6.3 The formal written evaluation shall include the direct observations, verifiable evidence, and direct knowledge of the unit member's job performance by the evaluator.
- 6.4 The evaluator(s) and the evaluated unit member shall confer on the evaluation. At the time of the evaluation conference the immediate supervisor shall discuss the evaluation with the unit member, and if applicable, give specific suggestions or recommendations for improvements and provisions for assisting the unit member in implementing the recommendations. The evaluation form shall be signed by both the evaluator and the unit member. Signing of the evaluation form does not mean the unit member is in agreement but shall signify that he/she has reviewed the evaluation and received a copy. During the conference the unit member shall be informed that he/she has the right to attach a rebuttal within ten (10) days, if desired, prior to the evaluation being filed in the unit member's personnel file.
- 6.5 If a permanent unit member disagrees with his/her evaluation, the unit member shall have the right to appeal the evaluation in writing specifying areas of disagreement and outlining the evidence in support of the unit member's position to the Assistant Superintendent, Human Resources and the Superintendent. The Assistant Superintendent, Human Resources shall reply in writing within ten (10) working days after the meeting. The decision of the Assistant Superintendent, Human Resources shall be final.