

Area: Human Resources

Subject: HR02 - Staff Performance Appraisals

Reference: 1304.52 (i)

Policy: Management staff will evaluate assigned staff annually to identify strengths and appropriate training and professional development needs.

Procedure:

Evaluation Process

- a. California School Employees Association Bargaining Unit Contract employees will be evaluated in accordance with the current CSEA Articles of Agreement for Stanislaus County Chapter No. 668. The Classified Personnel Performance Evaluation Report form will be utilized. Management staff will utilize the Guide to Performance Evaluation of Classified Employees – Factor Definitions to complete the Evaluation Report.
- b. Classified Management Employees and Certificated Management Employees will be evaluated using the Certificated/Classified Management Performance Review form. Management Staff will evaluate assigned employees in accordance with SCOE policy. Refer to the SCOE Policy Handbook for instructions for completing the forms and detailed guidelines. Supervisors of Classified Management employees may opt to utilize the Classified Personnel Performance Evaluation Report form.
- c. Once the evaluation form has been completed and a conference between the employee and immediate supervisor has taken place, both must sign the evaluation form. The supervisor will distribute as indicated on the form, obtaining reviewers' signature if required. The original (white) copy will be sealed in an envelope labeled CONFIDENTIAL and sent to the Assistant Superintendent of Human Resources.

Evaluation timelines

- a. All permanent employees will be evaluated yearly. Human Resources will notify management staff when assigned employees are due for an evaluation. This will be in the form of a spreadsheet document produced in September. Management staff will be responsible for adhering to these timelines.
 - i. Probationary classified employees, will be evaluated in accordance with the CSEA Articles of Agreement
 - ii. Probationary Classified Management Employees will be evaluated in accordance with SCOE Policy. Refer to SCOE Policy Handbook for specific instructions.
 - iii. The employee's immediate supervisor will complete the Recommendation of Status (ROS) Form two weeks prior to the probationary employee reaching permanent status. The supervisor will complete the form, obtain signature of the Division Administrator (CORE member) and submit form to Assistant Superintendent of Human Resources. A congratulatory letter is then sent to the employee from the Assistant Superintendent of Human Resources.

Supervised by: Appropriate Management Staff

Performed by: Appropriate Management Staff

Forms needed: Classified Personnel Performance Evaluation Report,
Certificated/Classified Management Performance Review,
Recommendation of Status Form

Frequency: Yearly