

SECTION 190– PERFORMANCE EVALUATIONS

191 PROBATIONARY EMPLOYEES

The purpose of the performance evaluation process is to assist new employees to establish and maintain satisfactory levels of performance during the probationary period. The immediate supervisor evaluating a new employee will explain the purposes of the performance evaluation process in assessing and improving employee proficiency. A copy of the performance evaluation form used by the District will be given to new employees during their orientation.

192 PERMANENT EMPLOYEES

The purpose of these evaluations is to assist permanent employees in maintaining satisfactory levels of performance, and to encourage growth and improvement of performance. Work performance evaluations must be related to job performance and must provide information to the employee to enable him/her to increase the efficiency of his/her work where this is indicated. Performance ratings may be considered in such matters as promotions and transfers.

Employees will be evaluated annually for their performance following the end of each fiscal year (June 30). Nothing in this section shall prohibit a supervisor from evaluating an employee more frequently.

192.1 PERFORMANCE RATING FOR RESTRICTED EMPLOYEES

Under certain conditions, the time served by an employee on a restricted appointment becomes a part of the probationary period. Performance ratings for restricted employees shall be made on the same basis as probationary employees.

193 RATING PERFORMANCE

Ratings for a permanent employee shall be prepared by the employee's immediate supervisor. The rating supervisor, who is the one most closely acquainted with the employee's work performance, should either oversee, review or check the daily work of the employee being rated.

194 RATING CONFERENCE

Each employee must have a performance evaluation conference with her/his supervisor. This conference shall communicate the performance standards for the position, explain the ratings, and identify goals. A development plan for growth and improvement entails discussion with the employee at the time the report is presented to him/her for his/her signature.

195 PERFORMANCE EVALUATION RECORD

Supervisors will forward the completed and signed performance evaluation forms to the Human Resources Department within 60 days following the end of the evaluation period.

The performance evaluation form becomes a permanent part of the employee's personnel record.