

ROSS VALLEY SCHOOL DISTRICT

CLASSIFIED PERFORMANCE APPRAISAL PROCESS DESCRIPTION AND TIMELINE

The purpose of the Performance Appraisal is to provide a systematic way of setting objectives, assessing an employee's performance, recognizing accomplishments, and identifying areas for improvement and development.

Probationary Performance Appraisal

- Probationary unit members shall be formally evaluated at least twice during their six (6) month probationary period. The evaluations should be completed by the end of the second and fifth months. Recess and/or break periods in excess of two (2) weeks shall not be counted towards the probationary period.

If the District determines that additional time is required to establish if a unit member shall become permanent, the District shall notify CSEA and the unit member in writing that the probationary period will be extended by a maximum of three (3) additional months. Extension of a unit member's probationary period shall be contingent upon the District's completion of the two (2) evaluations during the initial six (6) month period.

- Within the first month of employment, the Human Resources Department identifies new classified employees to be evaluated and provides this information to the evaluators.
- By end of the first month, the evaluator meets with the employee to review the evaluation process. Procedures, timelines and expectations are reviewed at that time. This may be done in an individual meeting or in a group session.
- Two Probationary Performance Appraisals are conducted during the 6-month probationary period for a new hire, or three if the probationary period has been extended by another 3 months.
 - The first Performance Appraisal is to be conducted within the first 3 months of employment.
 - The second Performance Appraisal is to be conducted within the first 6 months of employment. At this time, permanent status will be recommended to be granted or denied.
 - If the probationary period has been extended another 3 months, a third Performance Appraisal is to be conducted within the first 9 months of employment. At this time, permanent status will be recommended to be granted or denied.

The Performance Appraisal Form consists of 12 Evaluation Criteria (the 13th is optional). There is a rating scale to be used for each criterion. The Comments section relates to the 12 (the 13th is optional) Evaluation Criteria; the Commendations and/or

Recommendations section relates to overall evaluation; the Employee Comments section provides a place the employee to add comments, if s/he desires. The written evaluation shall not contain negative comments based on unobserved allegations, unless supported by evidence upon which reasonable persons would rely and deemed sufficiently serious to warrant inclusion on the Performance Appraisal form.

The employee and the evaluator are required to sign and date the Appraisal form. It is understood that in signing this form, the employee acknowledges having seen and discussed the report. The employee's signature does not necessarily imply agreement with the conclusion of the evaluator.

The completed original Appraisal form is to be forwarded to Human Resources for placement in the employee's personnel file. The employee has a right to submit to the Human Resources Department a written response within 10 days which will be included with his/her evaluation and placed in his/her personnel file.

- At any time it is determined the employee has not demonstrated satisfactory performance during the probationary period, s/he will be released from employment. The administrator/supervisor will coordinate with the Director of Human Resources.
- If recommended for permanent status, the employee will be evaluated the 1st year in permanent status and then no more than once annually.

Permanent Performance Appraisal

A Performance Appraisal is conducted:

- For all permanent employees who previously received a satisfactory evaluation, no more than once annually.
- If it has been **more than** six (6) months since the employee's last evaluation **and** one or more of the following has occurred:
 - a change in performance level
 - a change in job responsibility
 - an unsatisfactory evaluation in the previous period
 - a change in classification.
- By September 15th, the Human Resources Department identifies employees to be evaluated during the school year and provides this information to evaluators.
- By November 1st, the evaluator meets with the employee to review the evaluation process. Procedures, timelines and expectations are reviewed at that time. This may be done in an individual meeting or in a group session.
- If the employee decides to participate in goal setting, by November 30th, the evaluator will schedule and complete a Goal Setting conference with the employee.

Goal Setting offers the employee the opportunity for setting direction for professional growth opportunities s/he would like to undertake during the evaluation period to best

serve in the position(s). Reviewing goals at the end of the evaluation period allows the employee to reflect on what s/he has learned and the applicability to the position(s) held.

Performance goals should be mutually established by the employee and the evaluator at the beginning of the Performance Appraisal period. Goal(s) should be specific, measurable, objective, unique to, and attainable for each employee. The goal(s) should be amended if they change during the evaluation period.

Performance Goal(s) are to be written and signed by the employee and evaluator on the Classified Employee's Goal Setting form.

- All observations and conferences and the Classified Performance Appraisal form will be completed by June 1st.

The Performance Appraisal Form consists of 12 Evaluation Criteria (the 13th is optional). There is a rating scale to be used for each criterion. The Comments section relates to the 12 (the 13th is optional) Evaluation Criteria; the Commendations and/or Recommendations section relates to overall evaluation; the Employee Comments section provides a place the employee to add comments, if s/he desires. The written evaluation shall not contain negative comments based on unobserved allegations, unless supported by evidence upon which reasonable persons would rely and deemed sufficiently serious to warrant inclusion on the Performance Appraisal form.

The employee and the evaluator are required to sign and date the Appraisal form. It is understood that in signing this form, the employee acknowledges having seen and discussed the report. The employee's signature does not necessarily imply agreement with the conclusion of the evaluator.

The completed original Appraisal form is to be forwarded to Human Resources for placement in the employee's personnel file. The employee has a right to submit to the Human Resources Department a written response within 10 days which will be included with his/her evaluation and placed in his/her personnel file.

- If a permanent employee receives ratings of 2 and/or 3, s/he is to be evaluated the following year and either specific goals or a Support Improvement Program is to be developed and undertaken during the next evaluation period.

For a permanent employee who receives an employment recommendation of "May continue on condition," a Support Improvement Program is to be developed, using the Support Improvement Program form.

If the employee successfully completes the Support Improvement Program, s/he will be evaluated the following year.

If the employee does not successfully complete the Support Improvement Program, s/he will be recommended for dismissal.

Classification Change

- The Performance Appraisal will be conducted within the first 3 months of and again at the end of the second 3 months of the change. If the probationary period is extended another 3 months in accordance with Article 3.2, another Performance Appraisal will be conducted at the end of the third 3-month extension.
- If the employee receives satisfactory ratings in the classification change, the employee will become permanent in the new classification. The employee will be evaluated the 1st year in the new classification and then no more than once annually.
- At any time during the probationary period of the classification change it is determined the employee has not demonstrated satisfactory performance, s/he will return to previous classification. The employee will be evaluated the 1st year in returning to previous classification and then no more than once annually.