EVALUATION OF PROBATIONARY CLASSIFIED EMPLOYEES – PROCEDURE

A. The evaluation of probationary classified employees shall be done by the employee's immediate supervisor.

B. The evaluation shall be in writing, using form 6362.00-E(1), which shall be forwarded by the human resources office shortly after hiring.

C. A preliminary written evaluation may be made by the immediate supervisor after approximately forty-five (45) working days of employment at the discretion of the immediate supervisor. Unless the prognosis for the probationary employee's successful performance is so poor as to justify a recommendation of immediate termination, the purpose of the preliminary evaluation shall be to bring to the employee's attention any areas of his/her performance where improvement is necessary or desirable, and the approach of the supervisor to the employee shall be one of a "coach" seeking to assist the employee to make the necessary/desired improvement.

D. The final written evaluation shall be made not earlier than the sixtieth (60th) nor later than the seventieth (70) working day, so that a recommendation either to continue the employee or to terminate him/her may be made and acted upon prior to the completion of the ninety (90) working day probationary period.

E. In situations where the best interests of both the school district and the probationary employee would be served by an extension of probation, the supervisor may so recommend to the director for human resources no later than the seventieth (70) day. The supervisor and the appropriate cabinet member, shall recommend the number of days the probation shall be extended using form 6362.00-E(2). The number of days shall be a fixed and mutually agreed period not to exceed an additional eighty (80) working days, during which time the employee's status shall continue to be probationary in all respects. The director for human resources shall seek concurrence with the appropriate bargaining unit. In the event the concurrence of all parties to the extension of probation cannot be obtained, the employee shall be terminated before the completion of the original probationary period.

F. Reference should be made to form 6362.00-E(1) AND 6362.00-E(2) and their accompanying instructions by the supervisor and careful attention given to basing the evaluation on factual incidents rather than subjective opinion.
G.  1. The written evaluation shall be prepared in duplicate copies, one for the employee and one for the supervisor. The evaluation shall be given to the employee by the supervisor at a private conference called for the purpose of the presentation and discussion of the evaluation.

2. During the conference, the supervisor shall explain his/her evaluation of the employee's performance and shall listen to any explanation the employee may wish to offer. Ideally, a frank and open discussion will occur during which any differences of opinion regarding the evaluation will be resolved.

H. Both supervisor and employee will sign both copies of the written evaluation. The employee's signature does not necessarily indicate his/her agreement with the evaluation, but acknowledges that he/she has received a copy and that it has been personally discussed with him/her by the supervisor. The employee may submit a written statement explaining his/her position if he/she believes the evaluation does not fairly represent his/her performance, which shall be attached to the copy of the evaluation form forwarded to the human resources office. If the employee wishes to submit such a statement, he/she will so advise the supervisor at the time of the conference, and the statement shall be given to the supervisor not later than three (3) working days after the conference.

I. After completion of the conference, the supervisor will submit his/her copy of the evaluation form, together with the employee's statement, if any, to the appropriate cabinet member.

J. The cabinet member will sign the evaluation form indicating his/her approval of the supervisor's recommendation (both content and procedure), and forward it to the human resources office.

K. The evaluation form shall be signed by the director for human resources indicating his/her approval of the supervisor's recommendation, and together with any accompanying statement, it shall be made a part of the permanent personnel file of the employee.

L. This administrative regulation covers all probationary classified employees to the extent that there is no contradictory language in the appropriate collective bargaining agreement.

ADMINISTRATIVE REGULATION

Approved: April 15, 1980
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