

ARTICLE 15 EVALUATIONS

15.1 Frequency of Evaluations

15.1.1 Permanent Unit Members All permanent Unit Members shall receive a written performance evaluation on the form approved by the District on or about May 1 of each fiscal year, for the period from May 1 to April 30. More frequent evaluations may be performed when there is cause for such an evaluation.

15.1.2 Probationary Employees Probationary employees shall receive a written performance evaluation on the form approved by the District at least once at or near the middle of the probationary period. Additional evaluations may be performed as a means of improving performance.

15.2 Evaluation Form

The District will utilize evaluation forms to include ratings of unsatisfactory, needs improvement, satisfactory, exceeds expectations and outstanding.

15.3 Review of Evaluation with Employee

The evaluator and the employee being evaluated shall meet and review the performance evaluation. The employee shall sign the evaluation, acknowledging that they have received and discussed the evaluation with the evaluator, and that they have 10 working days to submit a written response which will be attached to and placed with the evaluation in the employee's personnel file.

15.4 Recommendation for Improvement and Reevaluation

If any evaluation category is scored "Unsatisfactory" or "Needs Improvement," the evaluation shall include a Recommendation for Improvement and Reevaluation form for each category so rated.