DATE: August 31, 2015

TO: ALL Management Personnel

FROM: Human Resource Services Department

PREPARED BY: HR Analysts / Admin Asst
Jonathan Griggs
Brandon Lillard
Jake Hansen
Clarissa Ramirez
Monica Garland

REVIEWED BY: HR Directors
Roxanne Findlay
Dr. Tiffany Smith-Simmons
Christina Villegas
Cindy Nguyen

APPROVED:


Important Deadlines

Management
- Pre-evaluation Conference ➡️ By 9/30/15
- Completion of Evaluation ➡️ By 5/12/16 (10 or 11 month)
- Completion of Evaluation ➡️ By 6/30/16 (12 month)

Certificated
- Pre-evaluation Conference ➡️ By 11/01/15
- Completion of Evaluation ➡️ By 4/01/16

Classified
- Pre-evaluation Conference ➡️ By 11/30/15
- Completion of Evaluation ➡️ By 4/30/16

District Resources:
☞ See Attachment—
  ☞ Evaluation Timelines & Delivery matrix for other pertinent due dates

Additional Collective Bargaining Unit Resources:
☞ SCTA Contract Article 6
☞ SEIU Contract Article 14
☞ Teamsters Contract Article 14
☞ CSA Contract Article 14
☞ UPE Contract Article 5
Who Should Be Evaluated?

Management Employees

- Probationary (1st year and 2nd year)
- Reassigned to a different job classification
- Permanent staff whose social security number ends in an even number (0 is considered even)

Certificated Employees

- Probationary (“0”, 1st year and 2nd year)
- Staff with Temporary contracts
- Permanent staff whose social security number ends in an even number (0 is considered even)
- Teachers new to your site

Classified Employees

- Probationary
- Permanent staff whose social security number ends in an even number (0 is considered even)

Attention Site Office Managers / Department Staff:
Please pull Escape Report “Employee08” for your site roster (Escape/Reports/Employee/Employee08). This report will provide you with the employee’s Social Security Number to assist in identifying which staff members’ evaluations are due.

Employee08 Report: Permanency Code Identifier:
- 0 = Prob 0
- A = Permanent
- B = 1st Year Prob
- C = 2nd Year Prob
- E = Temporary

If you need any assistance regarding the evaluation process, please contact the following Human Resources Director:

<table>
<thead>
<tr>
<th>Area 1</th>
<th>Area 2 / Priority Schools</th>
<th>Area 3</th>
<th>Independent Charters</th>
<th>Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roxanne Findlay, HR Director</td>
<td>Christina Villegas, HR Director</td>
<td>Tiffany Smith-Simmons, Ed.D, HR Director</td>
<td>Cindy Nguyen, Employee Relations Director</td>
<td>Monica Garland, Administrative Assistant</td>
</tr>
<tr>
<td></td>
<td>916-643-9046</td>
<td>916-643-7496</td>
<td>916-643-9058</td>
<td>916-643-7474</td>
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<tr>
<td>Jonathan Griggs, Interim HR Analyst</td>
<td>Jake Hansen, HR Analyst</td>
<td>Brandon Lillard, HR Analyst</td>
<td>Kent Jones, Manager II, District Operations</td>
<td>Nutrition Services / Child Development Dept</td>
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<td>916-643-7490</td>
<td>916-643-7495</td>
<td>916-752-9733</td>
<td>Clarissa Ramirez, HR Analyst</td>
</tr>
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<td>916-643-7473</td>
</tr>
</tbody>
</table>

cc: Cabinet Members
Area Assistant Superintendents
Administrative Assistants
Site/Department Administrators
Human Resources & Employee Compensation Services

Evaluation Timelines and Delivery

Refer to the applicable bargaining unit contract under Evaluation.

Evaluation forms can be downloaded from the SCUSD Intranet (ISO Forms).

<table>
<thead>
<tr>
<th>Unit</th>
<th>Notification Sent</th>
<th>Pre-Evaluation Deadline</th>
<th>Email: Final Evaluation Reminder</th>
<th>Final Evaluation Deadline</th>
<th>Eval Due to Chief/Area/Asst Supt</th>
<th>Eval Due to HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated Teacher (Content Standard) ISO Forms: PSL-F106, PSL-F106A, PSL-F107A, PSL-F108A</td>
<td>September</td>
<td>November 1</td>
<td>March 1</td>
<td>April 1</td>
<td>April 1</td>
<td>May 31</td>
</tr>
<tr>
<td>Certificated Teacher Special Ed (Content Standard) Listed Below ISO Forms: PSL-F106, PSL-F106A PLUS Mild-Moderate Special Day Class PSL-F107B, PSL-F108B Moderate-Severe Special Day Class PSL-F107C, PSL-F108C Resource Specialist (Spec Ed-RSP PSL-F107D, PSL-F108D</td>
<td>September</td>
<td>November 1</td>
<td>March 1</td>
<td>April 1</td>
<td>April 1</td>
<td>May 31</td>
</tr>
<tr>
<td>Certificated Teacher ISO Forms: PSL-F109 through PSL-F174</td>
<td>September</td>
<td>November 1</td>
<td>March 1</td>
<td>April 1</td>
<td>April 1</td>
<td>May 31</td>
</tr>
<tr>
<td>Certificated Teacher Charter School ISO Form: PSL-F105</td>
<td>September</td>
<td>November 1</td>
<td>March 1</td>
<td>April 1</td>
<td>April 1</td>
<td>May 31</td>
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Revised: 9-5-14
<table>
<thead>
<tr>
<th>Unit</th>
<th>Notification Sent</th>
<th>Pre-Evaluation Deadline</th>
<th>Email: Final Evaluation Reminder</th>
<th>Final Evaluation Deadline</th>
<th>Eval Due to Chief/Area/Asst Supt</th>
<th>Eval Due to HR</th>
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</thead>
<tbody>
<tr>
<td>Classified Probationary</td>
<td>Terms of Employment</td>
<td>Within 30 Calendar Days First Evaluation: 90 Days From Probationary Status Date</td>
<td>Ongoing</td>
<td>60 Days Prior to Permanent Date</td>
<td>Ongoing</td>
<td>Ongoing</td>
</tr>
<tr>
<td>ISO Form: PSL-F099</td>
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<tr>
<td>Classified Permanent</td>
<td>September</td>
<td>November 30</td>
<td>March 31</td>
<td>April 30</td>
<td>N/A</td>
<td>May 15</td>
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<tr>
<td>ISO Forms: PSL-F102 and PSL-F102A if applicable</td>
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<tr>
<td>Management</td>
<td>September</td>
<td>September 30</td>
<td>April 1</td>
<td>May 12 (10 or 11 month) June 30 (12 month)</td>
<td>July 15</td>
<td>July 31</td>
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<tr>
<td>ISO Form: PSL-F104</td>
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</table>

Refer to Probationary Status in the contract.

<table>
<thead>
<tr>
<th>Certificated Substitutes</th>
<th>Classified Substitutes</th>
<th>As Requested by Substitute OR Prepared As Needed by Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISO Form: PSL-F100</td>
<td>ISO Form: PSL-F101</td>
<td></td>
</tr>
</tbody>
</table>

**Evaluation Delivery and Review**

**Certificated**
- Site/Department Returns Completed Evaluation to Area Assistant Superintendent
- Area Assistant Superintendent Returns to Human Resources & Employee Compensation Services for Review by Director
- Human Resources & Employee Compensation Services: Escape Input, BMI Document Scan (Personnel File), Shred Scanned Evaluation

**Classified**
- Site/Department Returns Completed Evaluation to Human Resources & Employee Compensation Services for Review by Director
- Human Resources & Employee Compensation Services: Escape Input, BMI Document Scan (Personnel File), Shred Scanned Evaluation

**Management**
- Site/Department Returns Completed Evaluation to Reviewing Administrator (Chief Officer, Assistant Superintendent, etc.)
- Reviewing Administrator Returns to Human Resource Services for Review by Assistant Superintendent Human Resources & Employee Compensation for Human Resources & Employee Compensation Services.
- Human Resources & Employee Compensation Services: Escape Input, BMI Document Scan (Personnel File), Shred Scanned Evaluation