
ENTERING EVALUATIONS (PSL-W050)
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 Process by which we enter employee evaluations in to ESCAPE.

2.0 RESPONSIBILITY:

- 2.1 Personnel Technician I

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resource Services

Signature

Date

4.0 DEFINITIONS:

- 4.1 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.
- 4.2 Evaluation—Form used to evaluate the work performance of a district employee and can vary according to position held by employee and bargaining unit.
- 4.3 BMI – BMI Imaging System is a company of Online Technology Group (OTG).

5.0 PROCEDURE:

- 5.1 Evaluations received from Personnel Director
- 5.2 Locate employee in the ESCAPE
- 5.3 Select **Evaluations** from the **Lists** menu
- 5.4 Select **Add Eval Record**
- 5.5 Press **Shift + Enter** to locate the name of the evaluator
- 5.6 Enter **Type** (3-Month, 10-month, Special, Annual) of evaluation
- 5.7 Enter the evaluation date in **Scheduled** field
- 5.8 Enter the evaluation date in **Actual** field
- 5.9 Enter the Overall Evaluation in the **Rating** field
- 5.10 Ignore all other fields
- 5.11 Press **F3** to save record
- 5.12 Press **F3** again to changes in personnel record
- 5.13 Initial and date evaluation hard copy that the evaluation has been entered into the system.
- 5.14 Evaluation is scanned into the employee's personnel file for permanent filing.

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Management Evaluations
 - 6.1.1 Management Evaluation of Work Performance (PSL-F104)
- 6.2 Classified Evaluations
 - 6.2.1 Performance Evaluation of Classified Personnel (PSL-F102)
- 6.3 Certificated Personnel Evaluation Charter School (PSL-F105)
- 6.4 Pre-Evaluation Conference Record (PSL-F106)
- 6.5 Certificated Teacher (Content Standard) Option 1 Formative/Summary Evaluation (PSL-F107)
- 6.6 Certificated Teacher (Content Standard) Option 2 Plans to Achieve Student Progress/Professional Growth Goal Setting (PSL-F108)
- 6.7 Certificated Evaluations (see PSL-F109 to PSL-F174)
 - 6.7.1 Evaluation: Athletic Director
 - 6.7.2 Evaluation: Behavior Intervention Specialist, Special Education
 - 6.7.3 Evaluation: Child Welfare and Attendance Counselor
 - 6.7.4 Evaluation: Children's Center Nurse
 - 6.7.5 Evaluation: Children's Center Teacher
 - 6.7.6 Evaluation: Counselor
 - 6.7.7 Evaluation: Counselor: Bilingual, Bicultural (Cantonese)
 - 6.7.8 Evaluation: Department Chairperson
 - 6.7.9 Evaluation: Diagnostic Teacher, Special Education
 - 6.7.10 Evaluation: Drug, Alcohol, and Tobacco Education Specialist
 - 6.7.11 Evaluation: Educational Audiologist
 - 6.7.12 Evaluation: Employee Relations Liaison
 - 6.7.13 Evaluation: Head Teacher, Language, Speech and Hearing Specialist
 - 6.7.14 Evaluation: High School Mathematics Demonstration Teacher
 - 6.7.15 Evaluation: Itinerant Teacher, Remedial Physical Education
 - 6.7.16 Evaluation: Language, Speech and Hearing Specialist
 - 6.7.17 Evaluation: Librarian
 - 6.7.18 Evaluation: Program Specialist, Adult Education

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- 6.7.19 Evaluation: Program Specialist, Bilingual Education
- 6.7.20 Evaluation: Program Specialist, Counseling
- 6.7.21 Evaluation: Program Specialist, Designated Instruction and Services, Communicatively Handicapped
- 6.7.22 Evaluation: Program Specialist, Gifted and Talented Education
- 6.7.23 Evaluation: Program Specialist, Nutrition Education Project
- 6.7.24 Evaluation: Program Specialist, Recruitment and Retention of Females in Non-traditional Vocational Programs
- 6.7.25 Evaluation: Program Specialist, Special Education
- 6.7.26 Evaluation: Project Burger King Academy, Resource Teacher
- 6.7.27 Evaluation: Project Facilitator California New Teacher Support
- 6.7.28 Evaluation: Resource Specialist, Teacher Special Education - Elementary - Secondary
- 6.7.29 Evaluation: Resource Specialist, Career Development and Vocational Assessment - DIS
- 6.7.30 Evaluation: Resource Specialist, Consolidated Programs
- 6.7.31 Evaluation: Resource Teacher, Adult Basic Education
- 6.7.32 Evaluation: Resource Teacher, American Indian Education Program
- 6.7.33 Evaluation: Resource Teacher, Bilingual Program (Elementary)
- 6.7.34 Evaluation: Resource Teacher, Compensatory Preschool and Parent Education
- 6.7.35 Evaluation: Resource Teacher, Elementary
- 6.7.36 Evaluation: Resource Teacher, Gifted and Talented Education
- 6.7.37 Evaluation: Resource Teacher, Magnet Assistance Grant
- 6.7.38 Evaluation: Resource Teacher, Multilingual Education
- 6.7.39 Evaluation: Resource Teacher, Secondary School (Middle and High)
- 6.7.40 Evaluation: Resource Teacher, Visual and Performing Arts Centre (VAPAC)
- 6.7.41 Evaluation: Resource Teacher, Vocational Education (Career Education)
- 6.7.42 Evaluation: Resource Teacher, Vocational Education #2 (Career Education)
- 6.7.43 Evaluation: ROP, (Regional Occupational Program) Counselor
- 6.7.44 Evaluation: School Audiometrist
- 6.7.45 Evaluation: School Nurse

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- 6.7.46 Evaluation: School Psychologist
- 6.7.47 Evaluation: School Social Worker
- 6.7.48 Evaluation: Severely Handicapped - Autistic Class Teacher, Special Education, Elementary—Secondary
- 6.7.49 Evaluation: Special Class Teacher, Learning Handicapped
- 6.7.50 Evaluation: Special Class Teacher, SOL/Aphasic
- 6.7.51 Evaluation: Special Project Teacher, Adult Education
- 6.7.52 Evaluation: Teacher, Aurally Handicapped
- 6.7.53 Evaluation: Teacher, Driver Training
- 6.7.54 Evaluation: Teacher, Orthopedically Handicapped (Physically Handicapped)
- 6.7.55 Evaluation: Teacher, Parent Preschool Education
- 6.7.56 Evaluation: Teacher, Pregnant Minors
- 6.7.57 Evaluation: Teacher, Trainable Mentally Retarded Minors (Severely Handicapped)
- 6.7.58 Evaluation: Teacher, Visually Handicapped (Physically Handicapped)
- 6.7.59 Evaluation: Teacher, Vocational Center
- 6.7.60 Evaluation: Teaching Chairperson, Special Education Center
- 6.7.61 Evaluation: Training Specialist
- 6.7.62 Evaluation: Training Specialist, High School
- 6.7.63 Evaluation: Training Specialist, Special Education
- 6.7.64 Evaluation: Traveling Instrumental Music Teacher
- 6.7.65 Evaluation: Vocational Specialist
- 6.7.66 Evaluation: Vocational Specialist - Handicapped
- 6.7.67 Evaluation: Vocational Teacher for the Handicapped

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Evaluation	BMI	Life of Employee	Discard as Desired	Password Protected

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial Release
10/12/06	B	Deleted subsection 6.2.2

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10/08/07 C Approval Authority department name change
Responsibility; Title change (Office Technician III to Personnel Tech. I)

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