




HUMAN RESOURCE SERVICES
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Jorge Aguilar, *Superintendent*
Cancy McArn, *Chief Human Resources Officer*

DATE: September 29, 2020
TO: ALL Management Personnel **HR-11**
FROM: Human Resource Services Department
PREPARED BY: Kristina Reyes **APPROVED:** 
Cancy McArn, CHRO
REVIEWED BY: Tiffany Smith-Simmons, Ed. D, HR Director
Christina Villegas, HR Director
SUBJECT: **2020-2021 Evaluation of Management and Non-Management
Certificated and Classified Personnel**

The purpose of this memo is to support your work in the annual performance evaluation cycle. To that end, this memo provides critical information regarding timelines, the process, and instructions on how to ascertain which employees need to have their performance evaluations completed this school year.

SCTA Article 6 - Language from the District Proposal Language dated August 30, 2020

Temporary and Probationary employees, and employees who received a “does not meet performance standards” evaluation and/or was placed on an improvement plan in either the 2018-2019 and/or 2019-2020 school years, will be evaluated during the 2020-2021 school year and any evaluation-related meetings or observations that are typically conducted in person will be held virtually while the District is engaged in a full distance learning model. The evaluation will take into account the changed working conditions as a result of distance learning and its impact on the employee per Article 6.1.9 of the Collective Bargaining Agreement.

Important Deadlines

Management

Due Date

- Pre-evaluation Conference By 9/30/2020
- Completion of Evaluation By 5/18/2021 (10 or 11 month)
- Completion of Evaluation By 6/30/2021 (12 month)

Certificated

- Pre-evaluation Conference By 10/30/2020

- Completion of Evaluation By 3/26/2021

Classified

- Pre-evaluation Conference By 11/30/2020
- Completion of Evaluation By 4/30/2021

Additional Collective Bargaining Unit Resources:

- SCTA Contract Article 6
- SEIU Contract Article 14
- Teamsters Contract Article 14
- TCS 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 odd number (0 is considered even)

Certificated Employees

- Probationary (“0”, 1st, year and 2nd year) *
- Staff with Temporary contracts*
- Employees who received a “does not meet performance standards” evaluation and/or was placed on an improvement plan in either the 2018-2019 and/or 2019-2020 school years**

*** Must complete a minimum of 3 formal observations**

**** Must complete a minimum of 2 formal observations**

Classified Employees

- Probationary (1st Rating 90 days after hire date and the 2nd Rating 60 days prior to becoming permanent), as a reminder a classified employee is considered probationary for the first **six** months in a new classification.
- Permanent staff whose social security number ends in an odd 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 employment status and last 4-digits of their Social Security Number to assist in identifying which staff members’ evaluations are due.

Employee08 Report: Permanency Code Identifier for Certificated and Classified:

- ◆ ***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:**

Secondary School Sites	Elementary School Sites	Departments
Christina Villegas, HR Director 916-643-7496 916-949-3974	Tiffany Smith-Simmons, Ed. D, HR Director 916-643-9058 916-752-3201	Either Christina Villegas or Tiffany Smith-Simmons, Ed.D

cc: Site/Department Administrators
Administrative Assistants
Instructional Assistant Superintendents
Cabinet Members