



Human Resource Services

Evaluation of Probationary Classified Personnel

Date:

To:

All Administrators and Supervisors

Regarding:

The evaluation of the probationary employee named on the attached letter is to be accomplished according to the schedule listed below and submitted to Human Resource Services, Box 770.

All classified employees hired in a regular district position must be evaluated at least twice during their one-year probationary period. The evaluation procedures are as follows:

1. Within thirty (30) calendar days of election by the Board to a regular position, each classified employee shall meet with the principal or administrator assigned to conduct his/her evaluation to review his/her assignment, work expectations, and discuss the probationary evaluation process.
2. Following the completion of ninety (90) calendar days of service, each probationary employee shall be provided a first probationary evaluation. The first evaluation for the employee named above is to take place in the week following:

Date:

3. Should an employee's first probationary evaluation be designated as "Does Not Meet Expectations," the employee shall be provided at least one (1) special evaluation prior to receiving his/her final probationary evaluation.
4. All probationary employees shall receive a final probationary evaluation, which shall be completed no later than sixty (60) calendar days prior to the completion of their probationary period, unless mitigating circumstances delay the process. The final evaluation for the employee named above is to take place in the week following:

Date:

Several instructions should be carefully noted:

1. Do not attempt to complete the overall evaluation on the last page until all criteria have been checked.
2. Indicate whether you are recommending retention, release, or dismissal. A person whose overall evaluation is "Does Not Meet Expectations" shall be recommended for release, and documentation giving detailed reasons for the unsatisfactory evaluation must be attached to all copies of the form (unless the provisions of Article 13.6.6 of the SEIU contract are applicable).
3. Have the employee sign the acknowledgment and date it.
4. When criteria is checked "Exceeds Expectations" or "Does Not Meet Expectations," a specific factual explanation is required in the corresponding comments section. "Recommendations and Commendatory Remarks" (on the back page) are required for any employee whose overall evaluation is marked with "Exceeds Expectations" or "Does Not Meet Expectations."

Evaluation forms may be accessed via the Employee Intranet, Inside Sac-City, under ISO Process Management System, Documents, Personnel Services (PSL-F102 Performance Evaluation of Classified Personnel). The original is sent to your supervisory Administrator, who will then forward the evaluation to Human Resource Services; one copy is to be given to the employee; and one copy should be retained for the evaluator's files. Reports should reach Human Resource Services within 15 days following the completion of the evaluation.

Questions concerning these procedures, names, or status of personnel to be evaluated should be directed to the appropriate Director of Personnel Services.



Director, Personnel Services

Attachment