



BOOK: Employee Handbook Administrative Guideline
PART: III – Non-Exempt Hourly Employees (Support Staff)
SECTION: 10.00
TITLE: Employee Evaluations

10.01 Evaluation

The primary purpose of evaluation is to provide continuous improvement in the quality of service to the community/students/staff of the District.

10.03 Frequency

The frequency of evaluations shall be established at the discretion of the Administration

10.06 Evaluators

The Employer shall have the sole right to determine whether or not employees shall be evaluated and by which supervisory personnel. When a teacher works with an instructional assistant, the teacher may be requested to provide objective input for consideration.

ALL new employees are probationary for one calendar year from the date of hire.

- Written employee evaluations will be completed annually during the first three years of employment with the District. All probationary staff and staff on a plan of assistance will be evaluated annually.
- Written employee evaluations will be completed minimally, every three years of employment with the District. Nothing prohibits administrators from conducting formal evaluations on a more frequent basis.
- Starting with the fourth year of employment, a rotation of evaluations will be established by Supervisors and Administration. This rotation shall be communicated to all employees. In general, the rotation will be every third year, although this may be adjusted to balance the number of evaluations completed in a single year by Supervisors or Administrators.