

Probation And Evaluation

General Provisions

Each classified employee will be evaluated by his/her immediate supervisor semi-annually during the month of April.

Probationary employees, i.e., those who have been employed twelve months or less, will be given a rating at the end of the sixth and eleventh month of employment.

Evaluation reports will be made in triplicate. The original copy is to be forwarded to the division of Human Resources for review and filing in the individual's personnel file. A duplicate copy is to be kept by the principal or department head and the third copy is to be presented to the employee following an evaluation conference.

In the event that an employee is assigned to more than one school, each school will file an evaluation report.

Evaluation

Because of a liberal transfer policy currently in effect in the school district, it becomes increasingly more important that additional evaluative information on employees be made available so that transfer requests may be given more careful scrutiny.

Evaluation reports are essential in deciding employee's retention or dismissal.

Probationary Period

The probationary period for employees in all classified positions is twelve months from the date of employment. Time spent on leave of absence does not apply toward the completion of the probationary period. At the conclusion of the employee's probation, an eleven month evaluation will be submitted to the Division of Human Resources with a recommendation pertaining to retention or dismissal of the employee. Employees who receive favorable recommendations from their department head are then deemed to be permanent employees. Any probationary employee may be dismissed without cause in accordance with the provisions in Section 45305 of the Education Code.

1. Purpose of Performance Reporting

The performance report is a progress report to the employee, for the purpose of letting him/her know how well he/she is doing his/her job. Thoughtful use of the report should be helpful in the following ways:

- a. The employee learns where he/she stands in relation to his/her job, and thus gains fuller satisfaction of his/her accomplishment.
- b. The supervisors must carefully and thoughtfully analyze the employee's work.

c. An opportunity for closer and better communication between the employee and his/her supervisor is provided.

d. The report is intended to apply only to each individual employee and the work of his/her particular position. The report is not to be competitive between employees, nor is it intended to be used for comparative purposes between employees. It is a report to the employee from his/her immediate superior concerning his/her performance of his/her job.

2. The Rater

The immediate supervisor (must be a supervisory or management employee) rates the employee. This is the person who assigns, checks, or reviews and supervises the work of the employee, or is most closely acquainted with the employee's work. Custodians shall be rated by the site principal; food service helpers by the food service manager or designee; clerical staff by the immediate supervisor and/or principal or department head.

3. The Reviewer

The principal, department head, or designated supervisor reviews the evaluations of those employees under his/her supervision. The rater and the reviewer should discuss the rating report and should concur in the report that is presented to the employee.

4. Definitions of Rating Columns

The performance of the employee is rated in one of three columns:

a. Meets standards: Employee's work performance is consistently up to or exceeds standard of performance expected of his/her position.

b. Requires Improvement: Work performance is below standard required and expected for the position. Definite improvement is needed for work performance to be fully satisfactory. Employee appears to have the potential for improvement and a reasonable amount of additional training, experience or effort probably will bring the performance up to a satisfactory standard.

c. Unsatisfactory: Performance is not of a quality acceptable for continued employment. An unsatisfactory report should be followed by the completion of a classified employee competency review. These forms are available in the personnel division office.

5. Rating the Employee

a. Rate each item in each of the three columns to indicate your evaluation of that factor of the employee's work. Be certain to include your rating in the "general comments" section.

b. Ratings of "needs improvement" or "unsatisfactory" must be explained by a backup statement or documents under "Section C."

c. Use the general comments section for any remarks that may be appropriate concerning the work of the employee. Special commendations may be recorded here. Suggestions to help the employee in improving

his/her performance or in furthering his/her career development may be made. The employee may make a statement under "Section D" if he/she so chooses.

d. The report form is prepared in triplicate and signed by both the rater and reviewer.

e. The rater and the employee review the performance report together. This is the rater's opportunity for a frank and constructive discussion of the employee's performance in relation to the requirements and standards of performance of the position.

f. The employee signs the report to indicate that he/she has seen and discussed it with the rater. The employee's signature does not mean that he/she agrees with the report.

g. Send the original copy to the Division of Human Resources. The second copy is retained in the office of the school or other work location of the employee and the third copy is given to the employee.

6. Principal's and/or Department Head's Recommendation

a. Requires Improvement: This recommendation most frequently indicates that a probationary employee is marginal in performance and may or may not be recommended for retention depending upon subsequent performance.

b. Unsatisfactory: This recommendation indicates unsatisfactory performance without consideration for continued employment for a permanent employee. Sufficient documentation of unsatisfactory performance is necessary to permit this recommendation.

7. Additional Form for Unsatisfactory Service

A separate "classified employee competency review" report form is available for use if any employee's work continues or becomes unsatisfactory between annual ratings.

This report provides a written statement of the employee's service, confirms that the employee has been told of his/her unsatisfactory service, and becomes a basis for further disciplinary action, such as suspension, demotion or dismissal. This report may be obtained at any time by calling Human Resources.

8. In Conclusion

The observation and evaluation of employee's work performance is one of the primary responsibilities of those who supervise or direct other employees. The effective communication of the supervisor's evaluation to the employee is essential. When used thoughtfully and carefully, this rating and reporting process can be an important tool in helping a supervisor develop his/her employees to improved levels of work performance. This results in greater satisfaction of accomplishment on the part of both employee and supervisor and a real contribution to the effectiveness of the work of the school district.

Regulation FRESNO UNIFIED SCHOOL DISTRICT

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