

ARTICLE 13: PERFORMANCE EVALUATION PROCEDURES

- 13.1 **PERFORMANCE EVALUATION.** The purpose of an evaluation shall be to provide constructive feedback that will assist unit members with continuous improvement of performance in line with DISTRICT expectations and performance standards.
- 13.1.1 **Performance Evaluation Form.** The performance evaluation shall be submitted by using the *Employee Performance Evaluation Form* (accessible via the DISTRICT intranet) and for reference purposes, a copy of the *Employee Performance Evaluation Form* is located in **Appendix G: Employee Performance Evaluation Form**.
- 13.1.2 **Performance Evaluation Evaluator.** The evaluator shall be the unit member's immediate supervisor unless otherwise designated by the DISTRICT; however, the evaluator shall only be a person of management at the DISTRICT.
- 13.2 **PERFORMANCE EVALUATION - FREQUENCY.**
- 13.2.1 **Probationary Unit Members.** The DISTRICT shall evaluate probationary unit members by the completion of their second (2nd) month and immediately prior to the completion of their fourth (4th) month of probationary service. Probationary shall be required to serve in a probationary status for six (6) months from the date appointed to the position classification.
- 13.2.2 **Permanent Unit Members.** The DISTRICT shall evaluate permanent unit members once every year during their anniversary month (for purposes of this Article, "anniversary month" shall mean the month the unit member started in their current classification) except in emergency circumstances as defined in **Article 2: Management Rights** or when the unit member is on leave.
- 13.2.3 The DISTRICT retains its prerogative to make additional evaluations as it deems necessary.
- 13.3 **PERFORMANCE EVALUATION - TIMELINE AND COMPONENTS.** The comprehensive performance evaluation for unit members shall be comprised of the following two (2) distinct components:
- a. **Unit Member Self-Assessment.** As part of the performance evaluation process, each unit member may complete the self-assessment portion of the *Employee Performance Evaluation Form* (accessible via the DISTRICT intranet) during the month prior to their anniversary month and shall be given a reasonable amount of paid time to complete it. The self-assessment shall be shared with the evaluator and will become part of the evaluation report.
- b. **Evaluator's Evaluation.** As part of the performance evaluation process, the evaluator shall prepare the unit member's performance evaluation by completing the *Employee Performance Evaluation Form* (accessible via the DISTRICT intranet). In the event, the overall performance evaluation rating is: "Performance Needs Improvement" or "Unsatisfactory Performance," the evaluator, in consultation with the Office of Human Resources shall develop a written Performance Improvement Plan (PIP).

- 13.4 **PERFORMANCE EVALUATION - CONFERENCE.** The evaluator shall meet with the unit member and shall discuss and review the *Employee Performance Evaluation Form*.

In the event, the overall employee performance evaluation rating is: “Performance Needs Improvement” or “Unsatisfactory Performance,” the evaluator, in consultation with the Office of Human Resources shall develop a written Performance Improvement Plan (PIP). This PIP shall incorporate all of the terms identified in **Article 17: Discipline, Section 17.3.1**, and shall serve as Step 1 of Discipline.

- 13.5 **PERFORMANCE EVALUATION - EMPLOYEE ACKNOWLEDGMENT AND RESPONSE.** A unit member may acknowledge that they have received the performance evaluation by electronically signing and dating the evaluation; however, the unit member’s electronic signature does not reflect either agreement or disagreement with the performance evaluation. In the event, that the unit member does not electronically sign the performance evaluation, the evaluator shall state on the performance evaluation form that the unit member refused to sign and shall identify the date on which they discussed and reviewed the performance evaluation with the unit member.

A unit member may be provided thirty (30) calendar days to provide a written response and/or documentation to the performance evaluation. A unit member’s written response and/or documentation shall be filed in accordance with the DISTRICT’s online performance evaluation system and shall become part of the unit member’s personnel file.

- 13.6 The substance of any evaluation, including the observations, opinions, and conclusions of the evaluator, shall not be subject to the grievance procedure. The evaluation procedure as provided hereinabove shall be grievable.