

ARTICLE 11: EVALUATION

- 11.100 All unit members shall be evaluated by an immediate supervisor or a person who is assigned by the Superintendent or designee to conduct an evaluation.
- 11.200 The evaluation and assessment of the performance of unit members shall be made on a continuing basis. All regular permanent unit members shall receive evaluations at least every other school year. Regular permanent unit members who receive any marks of “needs improvement” or “unsatisfactory” shall be evaluated at least annually. Probationary unit members shall be evaluated at least once. A probationary unit member may be provided an additional evaluation early in the probationary process.
- 11.300 Unit members shall receive a copy of the evaluation form (Appendix B) which shall be reviewed at the time of the conference. The conference is to be conducted at a time and place which presents an opportunity for dialogue between the employee and the responsible supervisor. Unit members shall sign the evaluation form on the appropriate line indicating their agreement or disagreement with said evaluation.
- 11.400 Unit members shall have the right to attach a statement to the evaluation in response to a negative statement or rating. The evaluation shall be based only upon information gained through direct observation, from personal knowledge, or from any source, which is demonstrable to the evaluatee.
- 11.500 Pursuant to Section 44031 of the California Education Code, information of a derogatory nature shall not be entered or filed unless and until the employee is given notice and an opportunity to review and comment thereon. An employee shall have the right to enter and have attached to any derogatory statement his/her own comments thereon.
- 11.600 **Personnel Files**
- 11.610 Unit members shall have the right to examine their personnel file with the exception of material that includes ratings, reports or records which were obtained prior to the employment of the unit member.
- 11.611 Unit members shall have the right to review materials in their personnel files upon request at a mutually established appointment time. Such reviews shall be at a time when the unit member is not actually required to render service to the District.
- 11.612 A unit member may have a Union Representative present when reviewing the personnel file or may authorize, in writing, a Union representative to review the personnel file.
- 11.613 Information of a derogatory nature shall not be entered or filed unless and until the unit member is given notice and an opportunity to review and comment thereon. Except in unusual circumstances, or where a District administrator is not the originator, information of a derogatory nature is to include a date and the name of the responsible administrator. A unit member shall have the right to enter, and have attached to any such derogatory statement, his/her own comments thereon. Such review shall take place during normal business hours.
- 11.614 The District shall keep a log in the personnel file indicating administrators, except for the Superintendent and administrators in Human Resources,

who have requested to examine a personnel file as well as the dates the requests were made. The log shall be available for review by the unit member or authorized Union representative.

11.615 Unit members may request that material(s) which are three (3) years old or more, be removed from the personnel file. Said request shall be reviewed by a Human Resources administrator and may be granted on a case by case basis, to the extent the request is compatible with existing law.

1. Should such a request not be granted, the member may request a meeting with a Human Resources administrator to discuss the request. The member shall have a right to union representation if requested.

11.700 Upon separation from the District, employees shall have an opportunity to provide information regarding employment concerns and experiences to the Human Resources Department.