

CHAPTER X

PERFORMANCE EVALUATION

Rule 10.1 GENERAL PROVISION

The subject of this rule is within the scope of representation under Section 3543.2 of the government Code. If an agreement on this subject is in effect between the District and the exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.

10.1.1 WHEN EVALUATIONS ARE TO BE MADE (EDUCATION CODE 45261)

- A. Every regular classified employee shall be evaluated during their initial probationary period in accordance with the following schedule:
 - 1. for regular employees serving a six (6) month probationary period - at the end of the second and fourth months of service and prior to completion of the sixth month of service and
 - 2. for regular employees service a twelve (12) month probationary period - at the end of the fourth and eighth months of service and prior to completion of the twelfth month.
- B. Promoted and reclassified employees shall be evaluated during their probationary periods in accordance with the above schedules.
- C. Every permanent classified employee shall be evaluated at least once each fiscal year. The annual evaluation shall be due thirty (30) days prior to the salary increment date established for the employee.
- D. An employee may be given a special evaluation at any time during his/her employment.

10.1.2 PROCEDURE TO BE FOLLOWED

- A. Performance evaluation reports shall be made on the appropriate forms prescribed by the Commission and shall be prepared and signed by the employee's immediate supervisor. Where needs to improve or unsatisfactory performance is noted, the evaluation form shall be reviewed and signed by the department head.
- B. The immediate supervisor shall present the performance evaluation report to the employee at an evaluation conference which shall include a review of the specific ratings given to the employee and suggestions for improvement where applicable. All copies of the evaluation report should be signed by the employee to indicate receipt. If the employee refuses to sign, the fact shall be noted on all copies of the report by the immediate supervisor.
- C. Employees shall be informed by their immediate supervisor that they have five (5) working days to attach a rebuttal before the evaluation is filed in the employees' personnel file.
- D. The performance evaluation report shall be distributed as follows: one (1) copy of the evaluation shall be given to the employee, one (1) copy shall be retained by the evaluator and the original shall be sent to the personnel department to be filed in the employee's file.
- E. If the employee wishes to file a rebuttal, it shall be submitted in writing to the Assistant Superintendent-Personnel Services within five (5) working days. Upon receipt of the rebuttal, the Assistant Superintendent-Human Resources shall send a copy to the department head and the immediate supervisor shall then meet with the employee in an attempt to resolve the problems.
- F. Performance evaluation reports shall be available for review in connection with promotional examinations and disciplinary actions.

10.1.3

SPECIAL EVALUATIONS

- A. Every classified employee may be evaluated by their immediate supervisor at any time.
- B. A special evaluation for unsatisfactory performance shall be made no later than thirty (30) days after the unsatisfactory performance has taken place. Special evaluations for unsatisfactory work performance shall be made on the appropriate Notice of Need for Work Improvement.

10.1.4 APPLICATION OF EVALUATION PROCEDURES TO UNIT MEMBERS

- A. Performance evaluations for unit members shall be made in accordance with these Rules and the negotiated labor agreement between the Santa Monica-Malibu Unified School District and the recognized employee organization.