

Personnel – Confidential & Supervisory

4212 Performance Evaluation – Confidential & Supervisory

The first level supervisor or manager to whom an employee is assigned by the Chancellor shall be responsible for the formal evaluation of each classified employee under his or her supervision who is designated as confidential. Procedures for evaluation are included in the Administrative Rules and Procedures.

Probationary New Hire Employees

Employees who hold regular classified positions on a probationary basis are to be evaluated at the end of four, eight and twelve months of service. The written performance evaluation report completed at the end of twelve months of service must indicate satisfactory job performance in order for the employee to successfully complete the probationary period and to achieve permanent status as a regular employee. Should such rating be less than satisfactory, the employee may be terminated. Special evaluation reports may be made at other than the specified times when such are deemed necessary by the supervisor or the designated manager.

Restricted New Hire Employees

Employees assigned to restricted classified positions are to be evaluated as in the case of regular employees except that permanent status shall not be granted.

Probationary Promotional Employees

Employees shall serve a probationary period of one hundred eighty (180) calendar days, beginning the first day of service in a promotional position, and shall be evaluated at the end of the third and fifth months of service. The written performance evaluation report completed at the end of the fifth month of service must indicate satisfactory job performance in order for the employee to successfully complete the probationary period and to achieve permanent status in the position. Should such rating be less than satisfactory, the employee may be terminated, or the probationary may be extended. Special evaluation reports may be made at other than the specified times when such are deemed necessary by the supervisor or designated manager.

The probationary period may be extended, as a result of a negative evaluation, for

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no more than a total of ninety (90) calendar days. Such extension may be made by action of the Chancellor or designee whenever an additional period is considered necessary to assess the ability of an employee to perform assigned duties satisfactorily. The employee shall be informed in writing of any extension and the reasons therefore prior to the close of the regular probationary period, and the opportunity will be provided to be heard by the Chancellor or designee.

Permanent Employees

Employees who have attained permanent status shall be evaluated in writing annually by the first day of the month preceding the employee's anniversary date.

Special evaluation reports may be made on any permanent employee at other than the specified times when such are deemed necessary by the assigned supervisor or manager, or by the Chancellor. A final evaluation report will be completed for each classified employee who terminates employment with the District.