

ARTICLE 5
EVALUATION

1. The employees shall be evaluated (Attachment A) by an immediate supervisor who shall not be in the CSEA bargaining unit, designated by the Superintendent/President. The supervisor shall be an individual with knowledge of the employee's duties, responsibilities and performance. The supervisor shall review the evaluation with the appropriate manager, who will have final approval authority.
2. Probationary employees shall be evaluated at least twice during the probationary period with the first evaluation being no later than four (4) months after hire, if the employee has not been terminated prior to that time.
3. Permanent employees shall be evaluated formally once every two years unless one or more specific situations warrant additional evaluation.
4. Both scheduled and unscheduled observations of the employee's work may be part of the evaluation process.
5. Evaluations will be due one month prior to the anniversary date of each employee.
6. **Definition of Probationary Period and Permanent Status**
 - a. The probationary period of members of the classified service shall generally be six (6) months of actual service which shall be deemed to include days of absence for illness or injury to which the employee is entitled without loss of pay pursuant to the requirements and authority of Section 88191 of the Education Code. At the discretion of the Superintendent/President, a probationary period may be extended up to a year from the date of employment, if circumstances warrant, by giving notice to the employee fifteen (15) calendar days prior to the scheduled completion date of the probationary period.
 - b. Members who are promoted to higher classifications shall serve a new six week probationary period in that classification, unless the probationary period is extended for an additional six weeks. If such a member does not pass probation in the higher classification, or elects to return to the prior position held during the probationary period he/she shall have the right to return to that prior position, if it has not been permanently filled. If the position has been permanently filled, the member has the right to bump into a lower classification in which the member attained permanent status. All reasonable efforts shall be made to return such employees to the position they held immediately preceding their promotion.
 - c. Any permanent employee who has changed classification from the original classification in which they achieved permanence prior to the effective date of this contract shall not lose any seniority in previous classifications served.
 - d. Any uncompensated leave taken in a probationary period shall automatically extend the probationary period one (1) additional day for each day of uncompensated leave. In addition, scheduled off-duty periods of less-than-12-month employees shall not be considered part of the probationary period.
 - e. During the probationary period, any employee in the classified service shall be subject to disciplinary action including termination at the end of a day or week, without a statement of cause, and shall not have the right to a hearing or appeal with respect thereto. If the District makes public the cause for termination of a probationary employee, that employee shall have a right to a hearing

conducted according to Section 3 of this Article for the purpose of clearing the employee's name only.

- f. Upon completion of the designated probationary period by a member of the classified service, such person is hereby designated as a permanent employee who shall be subject to disciplinary action only for cause as prescribed in these Regulations and Rules. Supervisors are encouraged to use progressive disciplinary steps (i.e., reprimand, suspension, termination) unless the violations are extremely serious.