

ARTICLE 6: EVALUATION

- A. The employees shall be evaluated by an administrator or supervisor designated by the Superintendent/President. The administrator or supervisor shall be an individual with direct knowledge of the employee's duties and responsibilities.
- B. Probationary employees shall be formally evaluated twice during the probationary period. The first evaluation shall be during the middle month of the probation period and the second evaluation at the end of the month preceding the completion of probation.
- C. Permanent employees shall be evaluated formally at least once per year. The evaluation shall reflect overall performance throughout the entire year, as applicable.
- D. The evaluation form shall provide for the following:
 - 1. Notification of lack of performance and an explanation of what is expected.
 - 2. Such notice shall contain specification of the areas needing improvement.
 - 3. The employee shall be given an opportunity to read and sign the evaluation. Signing of the notice by the employee shall not necessarily be considered agreement with the evaluation, but rather an acknowledgement of receipt of the evaluation.
 - 4. The affected employee shall have the right to submit a written objection to the evaluation.
- E. In the event of a negative performance evaluation of the employee, the District shall send the Union a copy of the evaluation at the employee's request.
- F. The employee shall have the right to Union representation at any proceedings involving negative performance evaluation at the time scheduled by the supervisor. The employee shall be notified of the time at least three (3) working days in advance for safety violations.